

Personnel—General

Enlisted Promotions and Reductions

**Headquarters
Department of the Army
Washington, DC
20 January 2004**

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-8-19

Enlisted Promotions and Reductions

This revision, dated 20 January 2004--

- o Clarifies automatic promotions to grades of private E-2, private first class, and specialist (para 1-8c).
- o Allows privates first class to be promoted by their promotion authority (para 1-10).
- o Rescinds the service remaining requirement for soldiers promoted to sergeant (para 1-10g).
- o Corrects spelling and makes administrative changes throughout.
- o Deletes second sentence of para 1-10l.
- o Clarifies status of soldiers enrolled in the Army Substance Abuse Program (para 1-10n).
- o Changes the title of para 1-11.
- o Clarifies promotion of soldiers who were flagged when the flag was closed favorably (para 1-11a).
- o Changes the acronym ADAPCP to ASAP (para 1-11c).
- o Clarifies that basic active service date is used to determine time in service (para 1-14).
- o Includes privates first class and specialists in the commander's recommendation (para 1-22d(4)).
- o Changes the title of the report AAA-17 to Enlisted Advancement Report (para 2-3).
- o Clarifies the date the denial of promotion should be prepared (para 2-3d).
- o Rescinds para 2-3i(3)(a).
- o Changes filing of DA Form 4187 (Personnel Action) from the Military Personnel Records Jacket, U.S. Army) to local files (para 2-3j(3)).
- o Deletes para 2-3.1.
- o Deletes par 2-4.1.
- o Directs production of the recommended list monthly by the battalion S1 (para 3-2a(1)(b)).

- o Rescinds para 3-5.
- o Authorizes DD Form 214 (Certificate of Release or Discharge from Active Duty) as a source document for awarding promotion points (para 3-6a(5)).
- o Adds para allowing the office in charge, promotions work center, to obtain additional information on promotion points (para 3-6c).
- o Clarifies promotion procedures for Special Forces soldiers (para 3-7a).
- o Allows for promotion on the first day of the next month for qualified soldiers who have completed training phases and award of a new military occupational specialty in the special military occupational specialty alignment program (para 3-7d).
- o Changes AAA-294 to Unit Enlisted Promotion Report (para 3-12a).
- o Clarifies membership of a promotion board (para 3-16e(1)).
- o Specifies that a new DA Form 3355 (Promotion Point Worksheet) will be prepared for total evaluations (para 3-20d(1)).
- o Clarifies removal from promotion list for soldiers who do not complete required NCOES course (para 3-31b(13)).
- o Section X, chapter 3, is rescinded in its entirety.
- o Changes the way promotion points are awarded for military education (para 3-51).
- o Changes Campaign Star (Battle Star) to Campaign Service Star (para 3-50b(18)).
- o Changes the way promotion points are awarded for civilian education (para 3-52).
- o Clarifies criteria for soldiers barred from reenlistment (para 4-2a(5)).
- o Clarifies removal of soldiers to complete the U.S. Army Sergeant Major Course (para 4-2e).
- o Puts onus on soldiers to review and verify the enlisted record brief (para 4-10b).
- o Instructs promotion work centers to post appropriate files with promotion data (para 4-13 and table 4-2, step 14).
- o Clarifies when a reduction board will be convened (para 7-3c).

This revision dated 2 May 2003--

- Authorizes first line leaders to counsel soldiers on matters relating to promotions (para 1-26).
- Establishes new rules and procedures for conditional promotions (para 1-27).
- Changes time in service requirement for promotion to specialist from 26 to 24 months (para 2-3).
- Provides for advancement up to 3 percent of private E-1s in advanced individual training units (para 2-3).
- Makes it mandatory for the soldier to be notified in writing, by the personnel services battalion, of the need to verify challenged point (para 3-3).
- Authorize use of Enlisted Records Brief as a source document for awarding promotion points (para 3-9).
- Changes the description of reason code P (table 3-1).
- Rescinds paragraph 3-14f.
- Clarifies the process of awarding promotion points based on an administrative reevaluation (para 3-20).
- Establishes the possibility of reevaluations resulting in retroactive promotions (para 3-22).
- Rescinds paragraph 3-26.
- Adds paragraph 3-37i.
- Deletes the 6 month service requirement for promotion to sergeant (para 3-39).
- Adds to weapons qualification chart (table 3-20).
- Changes the number of points awarded for Basic Noncommissioned Officers' Course completion to 40 (para 3-51).
- Deletes figures 3-7 and 3-8.
- Includes usage changes throughout for the terms DCS, G-1; calendar day; and duty day.
- Updates the summary of change page, the supersession, and appendix A.
- Supersedes MILPER Messages 02-160 and 03-029.

This revision dated 15 April 2003-

- Adds information on promotion authority for provisional units (para 1-9).
- Adds information on provisions under AR 220-5 (para 1-9).

This revision, dated 6 November 2002--

- o Corrects the Summary of Change introduction dated 13 September 2002 to read, "This revision, dated 13 September 2002--," deleting the phrase, "is effective retroactive to 1 May 01."
- o Allows for conditional promotion to sergeant for soldiers who have not completed the required Noncommissioned Officers Education System course to be retroactive to 1 May 01 (para 1-27d).

This revision, dated 13 September 2002, is effective retroactive to 1 May 2001 and--

- o Changes title page history statement.
- o Changes supersession statement.
- o Requires graduation from the Primary Leadership Development Course or equivalent for promotion to sergeant (1-27b(1) subject to 1-27d(3)).
- o Provides that soldiers who fail to complete or who do not attend their scheduled Noncommissioned Officers Education System class will be administratively reduced (1-27c(2)).
- o Provides that soldiers who fail to attend scheduled Noncommissioned Officers Education System class will not be entitled to future conditional promotions (1-27c(3)).
- o Allows for conditional promotion to sergeant for soldiers who have not completed the required Noncommissioned Officers Education System course (1-27d).
- o Mandates that soldiers who have been conditionally promoted to sergeant and have not completed the required Noncommissioned Officers Education System course within the prescribed time be administratively reduced (1-27d(3)).
- o Allows for accelerated promotion to private E-2s for soldiers in military occupational specialties not having a Fast Track Program (2-3i(3)(c)).
- o Provides that soldiers who have met a cutoff score and have not attended Primary Leadership Development Course within 12 months of meeting the cutoff score will be removed from the promotion selection by name and recommended list (3-31b(22)).
- o Supersedes obsolete references (app A).

This revision, dated 2 October 2000--

- o Supersedes AR 600-8-19, 1 May 2000, and MILPER MESSAGE 00-238 DTG 141600Z AUG 00.

- Revises paragraph 1-8c.
- Revises paragraph 1-8e(4) (c) by adding a sentence at the beginning.
- Revises paragraph 1-9c.
- Revises paragraph 2-2 by changing the title and removing the first sentence.
- Revises the title of chapter 2, section II.
- Revises paragraph 2-3.
- Rescinds paragraphs 2-4 and 2-5 and renumbers following chapter paragraphs.
- Rescinds table 2-1 and renumbers following chapter tables.
- Revises new paragraph 2-4, changing the first sentence.
- Revises new table 2-1 title and steps 6, 8, 9, and 12.
- Revises new paragraph 2-5d(2).
- Revises new paragraph 2-6.
- Revises new paragraph 2-8.
- Revises table 3-3, factor 3, criteria for staff sergeant and sergeant.
- Revises paragraph 2-13, adding subparagraphs g through j.
- Revises paragraph 3-18d.
- Revises paragraph 3-31b(13).
- Revises paragraph 3-31b, adding subparagraph (21).
- Revises 3-51, subparagraph s.
- Revises paragraph 3-53, regarding DD Form 214.
- Incorporates revised DA Form 3355 (Promotion Points Worksheet), DA Form 3356 (Board Member Appraisal Worksheet), and DA Form 3357 (Board Recommendation).
- Reduces Commanders Points from 200 to 150 and Board Points from 200 to 150.
- Contains new chapter on promotion of U.S. Army Marksmen.
- Reduces number of promotion points needed to obtain promotion list status (350 for promotion to sergeant and 450 for promotion to staff sergeant).
- Changes the removal policy for soldiers on the sergeant/staff sergeant recommended list.
- Changes the waiting period for promotion points to be effective from the first day of the third month following system input, to the first day of the second month following system input.
- Establishes criteria for conditional promotions to staff sergeant.

Effective 20 February 2004

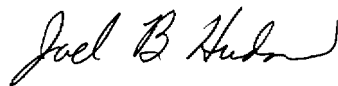
Personnel—General

Enlisted Promotions and Reductions

By order of the Secretary of the Army:

PETER J. SCHOOMAKER
*General, United States Army
Chief of Staff*

Official:



JOEL B. HUDSON
*Administrative Assistant to the
Secretary of the Army*

History. This publication is a rapid action revision. The portions of the text affected by this rapid action revision are listed in the summary of change.

Summary. This regulation prescribes policies and procedures governing promotion and reduction of Army enlisted personnel. This regulation includes policy statements, operating tasks, rules in support of operating tasks, and sequential steps of each operating task.

Applicability. This regulation applies to the Active Army, to U.S. Army Reserve enlisted soldiers who are serving on active duty and are counted against the end

strength of the Active Army (sergeant/sergeant-major promotions), and to U.S. Army Reserve enlisted soldiers serving on initial active duty for training. It does not apply to Army National Guard of the United States soldiers on full-time National Guard duty, to U.S. Army Reserve soldiers on active duty for training, on active duty for special work, or on a temporary tour of duty serving as a reservist on active duty, or to full-time National Guard duty soldiers on Active Guard Reserve status. It also does not apply to soldiers called to active duty for contingency operations under Section 12304, Title 10, U.S. Code. Upon mobilization, the proponent agency for this regulation will announce any changes to enlisted promotion and reduction policies and procedures.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent authority has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. The Deputy Chief of Staff, G-1, may further delegate the authority to approve exceptions, in writing, to a division chief within their agency in the grade of colonel or the civilian equivalent.

Army management control process.

This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-1 (DAPE-MP), 300 Army Pentagon, Washington, DC 20310-0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CG, Human Resources Command-Alexandria, ATTN: AHRC-MSP-E, Alexandria, VA 22332-0443.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

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*This regulation supersedes AR 600–8–19, dated 2 May 2003.

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Glossary

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Chapter 1

Introduction

Section I

Overview

1-1. Purpose

This regulation prescribes the enlisted promotions and reductions function of the military personnel system. It is linked to AR 600-8 series and provides principles of support, standards of service, policies, tasks, rules, and steps governing all work required in the field to support promotions and reductions. It provides the objectives of the Army's Enlisted Promotions System, which include filling authorized enlisted spaces with the best-qualified soldiers. It also provides for career progression and rank that is in line with potential, recognizing the best qualified soldier that will attract and retain the highest caliber soldier for a career in the Army. Additionally, it precludes promoting the soldier who is not productive or not best qualified, thus providing an equitable system for all soldiers.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. *The Deputy Chief of Staff, G-1 (DCS, G-1).* The DCS, G-1, will—
 - (1) Serve as the Department of the Army (DA) policy proponent of the Army promotion and reduction system.
 - (2) Establish eligibility criteria other than those prescribed in this regulation.
 - (3) Exercise DA responsibility on all matters concerning promotions and reductions.
 - (4) Serve as the senior Army official on all matters concerning promotions and reductions.
- b. *The Judge Advocate General (TJAG).* TJAG will, upon request, review DA administrative changes to verify the legality of prescribed policies and changes.
- c. *The Commanding General, Human Resources Command, Alexandria (HRC-Alexandria).* CG, HRC-Alexandria, will conduct and supervise all enlisted personnel functions prescribed in this regulation.
- d. *The Commandant, Adjutant General School.* The Commandant, Adjutant General School, will be responsible for branch implementation of this regulation.

1-5. Manpower resources

Manpower Staffing Standards System (MS3) recognizes the promotion and reduction function as being the functional responsibility of the promotions workcenter of the promotion work center. Manpower officials will use the workload factors (obtained from MS3) to determine the manpower authorizations.

1-6. Levels of work

- a. *Most personnel work in the field is performed at three primary levels: unit, battalion, and installation (or some equivalent in the tactical force).* The focus of the guidance in this regulation is on those levels.
 - (1) Unit- and battalion-level work is straightforward as to where it is performed.
 - (2) Installation-level work is subdivided into workcenters. This regulation identifies the workcenter required to perform the work for manpower purposes.
- b. *This regulation will typically address the following levels of work:*
 - (1) *Soldiers.* Work beginning with input from a soldier.
 - (2) *Unit.* Work executed at unit level.
 - (3) *Battalion.* Work executed at battalion level.
 - (4) *Command and staff (C&S).* Work executed within the chain of command (other than battalion). The specific C&S workcenter covered by this regulation is plans and staff support (SS).
 - (5) *Personnel support (PS).* Work executed in a personnel support organization. The specific PS workcenters covered by this regulation are enlisted and flagged records (ENRC), Personnel Actions Branch, and in- and out-processing (IOPR).

Section II

Principles and Standards

1-7. Principles of support

The military personnel system will—

- a. Provide a centralized promotion selection process in peacetime for promotion to the grades of sergeant first class (SFC) and above.
- b. Provide a semi-centralized promotion selection process in peacetime for promotion to the grades of sergeant (SGT) and staff sergeant (SSG).
- c. Authorize commanders to promote soldiers to the grades of specialist (SPC) or corporal (CPL) and below.
- d. Retain Army-wide equity during hostilities as long as the supporting systems (that is, the centralized and semi-centralized processes) are practical and affordable.
- e. Support the Army's personnel life cycle function of professional development.

1-8. Standards of service

- a. The enlisted promotion system is—
 - (1) A wartime military personnel function.
 - (2) Resourced in the tables of organization and equipment (TOE) promotion work center.
 - (3) The functional responsibility of the Personnel Actions Workcenter (and its tactical counterpart).
- b. To support the semi-centralized promotion system, the promotion work center will—
 - (1) Compute scores monthly to support the initial selection process.
 - (2) Re-compute scores on request to support re-evaluations.
 - (3) Adjust scores when authorized.
 - (4) Remove soldiers from the recommended list when they fail to meet the prescribed standards.
- c. HRC-Alexandria will—
 - (1) Automatically promote soldiers to the grades of private E-2 (PV2), private first class (PFC), and SPC upon attainment of the required time in service (TIS) and time in grade (TIMIG) requirements established in this regulation. Unit commanders will take action to promote all other soldiers on an individual basis.
 - (2) Automatically remove from the promotion selection by-name/recommended list soldiers in the grade of SPC/CPL who have been on the list for over 12 months and have not been granted a conditional promotion to SGT or completed Primary Leadership Development Course (PLDC). Removal will be effective the first day of the 13th month following the date the soldier was placed on the promotion selection by-name list.
 - d. The promotion work center will support the centralized system by ensuring eligible enlisted soldiers are given an opportunity to review their military personnel records in the field in preparation for promotion selection boards.
 - e. Wartime standards, as directed by Headquarters, Department of the Army (HQDA) are as follows:
 - (1) The centralized and semi-centralized system will be discontinued on the battlefield. Decentralized promotions will be managed as a subfunction of enlisted strength management.
 - (2) Promotions will be based on position vacancies.
 - (3) Promotions will be executed, recorded, and reported by the promotion authority as soon as the battlefield situation permits.
 - (4) Promotion authority will be as follows:
 - (a) Major general in command for SFC and above.
 - (b) Lieutenant colonel in command for SGT and SSG.
 - (c) Unit commanders for SPC and below. Active Army soldiers and soldiers of the United States Army Reserve (USAR) and Army National Guard of the United States on active duty in the grades of private E-1 (PV1) through PFC will be considered for and promoted in accordance with this regulation.
 - (5) Strength managers will synchronize losses, personnel requisitions, replacement allocations, and promotion decisions.
 - (6) Promotion and reduction authority will be vested in the same official.

Section III Policy

1-9. Promotion authorities

- a. The CG, HRC-Alexandria, is the promotion authority to PV2 for soldiers who meet eligibility without waiver while in transit.
- b. Principal officials of HQDA or Department of Defense (DOD) organizations are considered commanders for promotion authority purposes.
- c. Company, troop, battery, and separate detachment commanders are authorized to promote soldiers to the grade of PV2, PFC, and SPC.
- d. Other promotion authorities are listed in chapters 2, 3, 4, and 5.
- e. Attached personnel may be promoted or recommended for promotion only with the concurrence of the parent unit.

f. The Chief of Staff of the Army (CSA) or his superiors may promote, without regard to TIMIG or TIS, a soldier who is otherwise qualified, one grade up to the grade of SPC.

g. Commanders of provisional units organized under the provisions of AR 220-5 have promotion authority as follows:

(1) Company, troop, battery, and separate detachment commanders of provisional units in the grade of 1LT or above are authorized to promote soldiers who do not require a waiver to the grades of PV2, PFC, and SPC. (Authority to promote soldiers to PV2, PFC, and SPC who require waivers remains with the commander of the unit to which the soldiers are permanently assigned.)

(2) Battalion and brigade commanders of provisional units in the grade of lieutenant colonel (LTC) or above have promotion authority to the grades of SGT and SSG.

1-10. Nonpromotable status

Because HRC-Alexandria administers promotions to grades SFC/SGM, commanders are responsible for notifying HRC-Alexandria (AHRC-MSP-E) when soldiers in those grades whose names appear on a recommended list are nonpromotable. When a soldier has been flagged under the provisions of AR 600-8-2, commanders must forward documentation, to include the initial DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAG)), explaining the reason for the flagging action. When the flagging action is closed, the promotion work center will forward a copy of the final DA Form 268, the date the flag is closed, type of punishment received, date all punishment is completed (including all periods of suspension), and/or date that a memorandum of reprimand was approved for filing. For all other cases, the promotion work center will provide the soldier's name and a brief summary of circumstances that caused the soldier to become nonpromotable. All correspondence will be mailed to Commander (CDR), HRC-Alexandria, ATTN: AHRC-MSP-E, 200 Stovall Street, Alexandria, VA 22332-0443, and will include the soldier's sequence number, promotion military occupational specialty (PRMOS), and the date the soldier became nonpromotable. Soldiers (SPC-master sergeant) are nonpromotable to a higher grade when one of the following conditions exist:

- a. Conviction by court-martial during current enlistment.
- b. Absent without leave.
- c. In proceedings that may result in an administrative elimination.
- d. A written recommendation has been sent to the promotion authority to reclassify a soldier for inefficiency or disciplinary reasons. If the recommendation is approved, the soldier will be removed from the promotion list.
- e. Ineligible for reenlistment according to AR 601-280. In some cases, the soldier may regain promotable status the day he or she receives an approved waiver to reenlist.
- f. Soldier is without appropriate security clearance or favorable security investigation for promotion to the grade and military occupational specialty (MOS). Soldiers will regain promotable status the day they receive the appropriate level clearance. Soldiers who lose their required clearance for cause will be removed from the recommended list.
- g. Fail to qualify for reenlistment or extension of their current enlistment to meet the service remaining requirement for promotion to SSG. The promotion authority will remove the names from the recommended list.
- h. Pending a bar to reenlist.
- i. Voluntary retirement application has been approved.
- j. A written recommendation has been submitted to remove the soldier from a recommended list. Remove the soldier from the list effective the date the recommendation is approved.
- k. Punished under Article 15 of the Uniform Code of Military Justice (UCMJ), including suspended punishment, except any summarized proceedings imposed according to AR 27-10, paragraph 3-16, are excluded and will not result in nonpromotable status. The soldier will be promotable on the day of completion of the period of correctional custody, suspension, restriction, extra duty, and or suspended forfeiture of pay, whichever occurs later. For the purposes of determining nonpromotable status, periods of forfeiture of pay will be determined as follows:

- (1) Periods of forfeiture are to begin on the date Article 15 punishment is imposed.
- (2) For Article 15, forfeitures imposed by company grade commanders, 7 calendar days is the period of forfeiture. For example, punishment is imposed on 28 March 1998. The soldier is in a nonpromotable status from 28 March through 3 April and regains promotable status on 4 April.
- (3) For Article 15, forfeitures of 1 month by field grade commanders, 15 calendar days is the period of forfeiture.
- (4) For Article 15, forfeitures of 2 months imposed by field grade commanders, 45 calendar days is the period of forfeiture.

- l. Soldier is undergoing medical evaluation proceeding to determine ability to perform in recommended MOS.
- m. Flagged under the provisions of AR 600-8-2.
- (1) Failure to initiate DA Form 268 does not affect the soldier's nonpromotable status if a circumstance exists that requires imposition of a flag.
- (2) Soldiers are promoted in accordance with paragraph 1-11 below.
- n. When command-referred and enrolled in the Army Substance Abuse Program (ASAP). Soldiers (self-referrals

only) are eligible for promotion while enrolled in ASAP, provided otherwise qualified. A self-referral who is later command-referred to ASAP based on evidence not protected by the limited use policy becomes nonpromotable upon command referral to ASAP.

1-11. Delay of promotion due to suspension of favorable personnel actions for soldiers on a centralized promotion list

When a delay of promotion has occurred because of suspension of favorable personnel actions, the following rules apply once the final DA Form 268 has been prepared. The soldier's promotion status will be determined as follows:

- a.* If the flag is lifted with the disposition "Case is closed favorably," and he or she would have been promoted while the suspension of favorable personnel actions was in effect, provided otherwise qualified, he or she will be promoted. Effective date and date of rank (DOR) will be the date the soldier would otherwise have been promoted.
- b.* If the soldier's final report is closed "Disciplinary Action Taken," and he or she would have been promoted while the suspension of favorable personnel actions was in effect, provided otherwise qualified, he or she will be promoted unless action has been initiated to remove the soldier from the recommended list. Effective date and DOR will be the date following the removal of the suspension of personnel actions.
- c.* If the soldier's final report is closed "Other" (applies to the Army Weight Control Program, the Army Physical Fitness Test, and the ASAP) and he or she would have been promoted while suspension of favorable personnel actions was in effect, provided otherwise eligible, he or she will be promoted. Effective date and DOR will be the effective date of the removal of the suspension of favorable personnel action.
- d.* Effective date and DOR stated on a promotion instrument (orders or DA Form 4187 [Personnel Action]) will be the same. The effective date reflected on the promotion instrument will be the effective date used on the grade change (GRCH) transaction.

1-12. Precedence of relative rank

Among enlisted soldiers of the same grade of rank in active military service (to include retired enlisted soldiers on active duty) precedence or relative rank will be determined as follows:

- a.* According to DOR.
- b.* By length of active Federal service in the Army when DORs are the same.
- c.* By length of total active Federal service when a and b above are the same.
- d.* By date of birth when a, b, and c are the same. Older is more senior.

1-13. Date of rank and effective date

- a.* The DOR for promotion to a higher grade is the date specified in the promotion instrument or when no date is specified, is the date of the instrument of promotion.
- b.* The DOR in all other cases will be established as governed by appropriate regulation.
- c.* The DOR in a grade to which reduced for inefficiency or failure to complete a school course is the same as that previously held in that grade. If reduction is to a grade higher than that previously held, it is the date the soldier was eligible for promotion under the promotion criteria set forth for that grade under this regulation.
- d.* The DOR on reduction for all other reasons is the effective date of reduction. (See paragraph 7-13).
- e.* The DOR and effective date will be the same unless otherwise directed by this regulation. If the effective date is prior to the date of the promotion instrument in the case of—

(1) Soldiers being promoted to the grades of PV2 through SPC, a DA Form 4187 will be initiated by the appropriate soldier's commander to the next higher promotion authority requesting that the soldier be promoted with a retroactive date, explaining the specific reason for the delay in promotion. If the next higher promotion authority approves the request, he or she will so indicate by DA Form 4187-1-R (Personnel Action Form Addendum) and direct the soldier's promotion, indicating the correct effective date. The DA Form 4187 and approved DA Form 4187-1-R will be filed in the soldier's Military Personnel Records Jacket, U.S. Army (MPRJ).

(2) Soldiers being promoted to SGT and SSG, the promotions section will initiate a DA Form 4187 or memorandum to the promotion authority, explaining the specific reason for the delay. The DA Form 4187 or memorandum will be signed by the personnel detachment (PD) commander or officer in charge. Once the promotion authority approves the request, he or she will so indicate by DA Form 4187-1-R or memorandum to the promotions section. The promotions section will then publish the promotion order. The promotion order will cite, along with other applicable authority, DA Form 4187-1-R or the memorandum. File the DA Form 4187 or memorandum, approved DA Form 4187-1-R or memorandum, and promotion instrument in the MPRJ.

(3) Soldiers being promoted to the grades of SFC through SGM, an annotation will be entered in the DA controlled sequence roster, explaining the specific reason for the delay. CDR, HRC-Alexandria (AHRC-MSP-E) will publish the promotion order or amendment with the correct effective date.

f. For soldiers promoted to PV2 through SGM entitled to a promotion effective date which exceeds 6 months prior to the date of the promotion instrument, the following will be entered in the special instructions: Since the effective date of the promotion exceeds this instrument more than 6 months, DJMS will automatically pay up to 12 months of

backpay entitlements. Your next leave and earnings statement (LES) should reflect such payment. If you are due backpay in excess of 12 months, upon receipt of your LES that reflects backpay, provide your servicing Finance and Accounting Office (FAO) with a copy of the instrument. Your servicing FAO will initiate procedures under the provisions of the DODFMR, volume 7A, table 2–2, rule number 5, which will result in you receiving any additional back pay to which you are entitled.

g. This paragraph will not be used to promote soldiers retroactively due to errors discovered during computation, reevaluation, or administrative adjustment.

1–14. Computing time in grade and service

Compute TIMIG and TIS in accordance with applicable regulations. Basic active service date (BASD) is used to determine TIS.

1–15. Appointment to higher grades

Soldiers who were not appointed to higher grades to which entitled when they enlisted or reenlisted in the Active Army, will be reappointed to higher grades by the appropriate promotion authority. Governing directives are AR 601–210, or AR 601–280. This does not apply if a reduction in grade occurs after date of enlistment or reenlistment. The effective date reflected on the promotion instrument will be the effective date used on the “GRCH” transactions.

1–16. Security clearance requirements

The following security clearance requirements are a prerequisite for promotion:

a. Promotion to MSG and SGM requires a favorable National Agency Check, Local Agency Check, and Credit Check (NACLC) or a security clearance of secret or higher.

b. Promotion to SPC through SFC requires the clearance required by the promotion MOS or an interim clearance at the same level.

1–17. Erroneous promotions and de facto status

a. Instruments announcing erroneous promotions will be revoked. When a soldier has been erroneously promoted, and has received pay at the higher grade, a determination of de facto status may be made only to allow the soldier to keep any pay and allowances received at the higher grade.

b. De facto status may be granted by the promotion authority or higher commander after legal review by the servicing Staff Judge Advocate’s office. In determining whether a soldier is entitled to de facto status, a factual evaluation must be made to determine whether:

- (1) A DA Form 4187 or promotion order has been issued;
- (2) Soldier occupied the higher grade in good faith;
- (3) Soldier actually discharged the functions of the higher grade; and
- (4) There is no absolute statutory bar to his or her receipt of the pay at the higher grade.

c. De facto status for soldiers erroneously promoted to SFC, MSG, and SGM will be determined by HRC-Alexandria (AHRC–MSP–E). Promotions revoked due to voluntary actions such as a retirement and declination will not result in de facto. All requests for de facto status on a soldier erroneously promoted to the grades of SFC, MSG, and SGM must be reviewed by the soldier’s servicing Staff Judge Advocate’s office prior to being submitted to CDR, HRC-Alexandria (AHRC–MSP–E), for decision.

1–18. Students

a. Soldiers being trained in Army training centers and service schools may be promoted under the normal criteria of this regulation.

b. Soldiers assigned temporary duty (TDY) pending further orders or TDY en route to a new duty station who are being trained or retrained may be considered for promotion by their school or detachment commander. This will be after a reasonable period of evaluation (minimum of 30 days).

c. The soldier’s record of performance before and during the course must clearly show that he or she has the potential to perform at the next higher grade.

d. Criteria for qualification and selection in career progression military occupational skill (CPMOS) applies. However, soldiers will be evaluated and may be selected for promotion in the primary occupational specialty (PMOS) held before training or retraining. This also applies to prior-service accessions.

e. The Commandant, U.S. Military Academy Preparatory School (USMAPS) may promote PV1 and PV2 to PFC on the first day of formal training in the USMAPS.

1–19. Missing, detained, or captured soldiers

a. Enlisted soldiers eligible for promotion will not be deprived of promotion consideration while missing, captured, or detained. These soldiers will be promoted by HRC-Alexandria.

b. Enlisted soldiers who are missing in action, seized (especially during war), detained in a foreign country against

their will, captured, surrounded, or unable to escape due to hostile fire (Missing Persons Act) are eligible for consideration and promotion.

c. Field promotion authorities may only promote qualified soldiers prior to the date they are dropped from the rolls of their unit.

1–20. Promotion of critically ill soldiers

a. Soldiers on a current recommended list to SGT/SSG and PFCs eligible for promotion to SPC (recommended by their local commander) will be promoted to the recommended grade by the local medical facility commander.

b. Soldiers in grade SSG, SFC, or MSG who have been selected for promotion by a DA Promotion Selection Board will be promoted by HRC-Alexandria.

c. The following conditions must be met:

(1) Hospitalization is caused by disease or injury received in the line of duty.

(2) Terminal illness is verified by the medical facility commander. Estimated life expectancy must be 12 months or less.

d. The medical facility commander will send the following information to CDR, HRC-Alexandria, ATTN: AHRC–MSP–E, Alexandria, VA 22332–0443, for soldiers being promoted to SFC, MSG, and SGM:

(1) Name and social security number (SSN).

(2) Date of the list that contains the name of the soldier hospitalized.

(3) Date hospitalized.

(4) Life expectancy (estimated to be less than 12 months).

(5) Line of duty determination.

e. Other provisions of this regulation are waived to permit these promotions.

f. Notification must be made prior to soldier's death.

1–21. Former Temporary Disability Retired List personnel

a. *SGT and below.*

(1) Soldiers returning to active duty in grade SGT or below will be considered for promotion. Eligibility will be based on the DOR and service they would have had if they had not been placed on the temporary disability retired list (TDRL). Waivers for TIMIG and TIS, as granted by chapters 2 and 3 apply.

(2) If the local commander can establish that the soldier was on the recommended list before TDRL, and met a cutoff score while on TDRL, he or she will be promoted. The promotion will be accomplished within 30 days from the date of return to active duty.

(3) Effective date and DOR will be the date of current entry on active duty.

(4) If the soldier did not meet or exceed an announced promotion point cutoff score while on TDRL, he or she will be added to the assigned unit's recommended list.

(5) If the local commander cannot establish that the soldier held prior list status, the promotion authority will convene a selection board to consider the TDRL returnee. It will be held within 60 days of the soldier's assignment to his or her command. If the board recommends the soldier for promotion and the promotion authority approves the board's recommendation, he or she will be added to the unit's recommended list.

(6) Eligible soldiers in grade PV1 through PFC meeting the TIMIG and service requirements will be promoted or promoted as soon as possible. It will be within 30 days after return to active duty. Effective date and DOR will be the date of current entry on active duty.

b. *SSG and above.*

(1) A soldier will be referred to a Standby Advisory Board (STAB) for consideration if he or she returns to active duty from TDRL and had been in an announced zone of consideration for promotion while on TDRL. The soldier will be promoted to the higher grade if selected. The DOR will be the date they should have been promoted had he or she not been placed on TDRL. Consideration by a STAB will be based on the DOR held in the grade before TDRL.

(2) Soldiers returning to active duty from TDRL will be promoted with a DOR with their peers if they were previously selected for promotion by a DA Centralized Promotion Selection Board, and placed on TDRL before promotions were made through their sequence numbers.

(3) For soldiers whose sequence number has passed, their DOR will be that of his or her peers. The effective date of promotion will be the date of return to active duty.

(4) If the promotion is not declined, soldiers being promoted to SFC through SGM will incur a 2-year service requirement from the effective date of promotion.

(5) Soldiers whose sequence numbers have not been reached will be promoted with their peers.

(6) Commanders will advise CDR, HRC-Alexandria (AHRC–MSP–E), of soldiers who should have been promoted while on TDRL or meet the criteria for a STAB.

c. This paragraph applies only to soldiers who return to active duty on or before the date specified on the orders terminating TDRL status.

1-22. Posthumous promotions

a. The posthumous promotion will be effected on DD Form 1300 (Report of Casualty) when items 50 and 51 are completed on the casualty report message issued according to AR 600-8-1. Posthumous promotions will be accomplished by CDR, HRC-Alexandria (AHRC-PES), who will issue DA Form 3168 (Posthumous Certificate of Promotion) in the name of the soldier. Both the DD Form 1300 and DA Form 3168 will be furnished to the primary next of kin only.

b. Eligibility for posthumous promotion is as follows:

(1) Soldier must have been officially recommended for promotion before the date of death. Promotion to the grades SGT and SSG must have been recommended by a local selection board and for grades SFC, MSG, and SGM by a HQDA selection board.

(2) Soldier was unable to accept promotion because of death that:

(a) Was not due to misconduct.

(b) Did not occur while on unauthorized absence.

c. No person is entitled to additional benefits (such as additional pay and allowances) because of a posthumous promotion.

d. Recommendations for posthumous promotions are as follows:

(1) Initial casualty reports include appropriate information required by AR 600-8-1 indicating that the soldier had been recommended for promotion. This also applies to supplemental reports if information is unavailable at the time of preparation of the initial report.

(2) For promotions to SFC, MSG, and SGM, the date of the promotion list together with the promotion sequence number will be shown.

(3) For promotions to the grade SGT and SSG, the date the soldier was approved to be on the recommended list will be shown.

(4) For promotion to the grades of PV2 through SPC, the date shown will be that of the commander's recommendation.

1-23. Promotion ceremonies and certificates

a. Promotion ceremonies should be held on the effective date of promotion. Early promotion ceremonies may be held when the effective date of promotion is on a weekend or national holiday.

b. The promotion certificate is not the official instrument for promotion. The promotion order will be used as the source for grade, effective date, and DOR for all record and pay purposes.

c. A soldier who is reduced one or more grades will receive the appropriate certificate when again promoted.

d. Promotion certificates for soldiers promoted to SPC and above will be prepared by the unit or battalion S1 (BNS1) for signature by the SGT/SSG promotion authority. Any higher level commander may direct that signature authority be held at his or her level, but the certificate will still be prepared by the unit or BNS1.

1-24. Declination of promotion

a. A promotion is effective as of the date on the promotion instrument.

b. A soldier may submit a memorandum of declination any time after being recommended for promotion. If the soldier has been promoted, the declination memorandum will be sent through command channels to the promotion work center not later than 30 days after the effective date of promotion.

c. Those soldiers not promoted effective the date of the order or with a future effective date will send the letter of declination no later than 30 days after receipt of the promotion instrument or documented official verbal notice.

d. In the case of soldiers on a HQDA promotion list, the promotion work center will send the soldier's declination memorandum to CDR, HRC-Alexandria, ATTN: AHRC-MSP-E, Alexandria, VA 22332-0443, no later than 10 duty days after receipt. For soldiers on a semi-centralized promotion list, the promotion authority will forward the documentation to the promotions workcenter.

e. Soldiers selected for promotion by a HQDA selection board in a recommended military occupational specialty (RMOS) other than his or her PMOS (mandatory reclassification) may decline reclassification. However, declination of reclassification will terminate recommended list status and will be cause for revocation of the promotion instrument. Acceptance of promotion will be considered as acceptance of the RMOS as his or her PMOS.

f. Once the declination of promotion is received by the promotion authority, the declination is irrevocable. The effective date will be the date the soldier signed the declination of promotion.

g. Soldiers who decline promotion or request removal from the list will be removed from the recommended list they are on and will not be eligible for reinstatement.

h. Soldiers on a HQDA list who decline promotion will be considered by the next appropriate selection board, if

otherwise qualified. Soldiers on a semi-centralized recommended list may be recommended for promotion at any time after the last day of the month in which the soldier signed the declination of promotion.

1–25. Standard Installation/Division Personnel System/Enlisted Distribution and Assignment System transactions

Use appropriate electronic military personnel office (eMILPO) manuals or prescribed Enlisted Distribution and Assignment System instructions for all required transactions.

1–26. Counseling of soldiers not recommended for promotion

a. First-line leaders will counsel soldiers who are eligible for promotion to PV2 through SSG without a waiver (fully qualified) but not recommended in writing. Counseling will:

- (1) take place initially when the soldier attains eligibility, and
- (2) periodically (at least every 3 months) and
- (3) include information as to why the soldier was not recommended and what can be done to correct deficiencies or qualities that reflect a lack of promotion potential.

b. There are no requirements to counsel soldiers who are not recommended for promotion to SFC through SGM.

c. Comply with the requirements of paragraph 3–11 for soldiers competing for promotion to SGT/SSG.

1–27. Noncommissioned Officers Education System requirement for promotion and conditional promotion

a. Effective 1 October 1993, the Army linked Noncommissioned Officer Education System (NCOES) to promotion to SSG, SFC, and SGM. Linking the NCOES to promotion ensures noncommissioned officers (NCOs) possess the appropriate skills and knowledge required prior to assuming the duties and responsibilities of the next higher grade.

b. *NCOES requirements for promotion.* Soldier must be—

- (1) PLDC graduate or equivalent for promotion to SGT.
- (2) Basic Noncommissioned Officer Course (BNCOC) graduate for promotion to SSG.
- (3) Advanced Noncommissioned Officer Course (ANCOC) graduate for promotion to SFC.
- (4) United States Army Sergeant Major Course (USASMC) graduate for promotion to SGM.

c. *Conditional promotions.*

(1) Soldiers selected for promotion to SSG, SFC and SGM will be conditionally promoted. Conditional promotion to SGT requires promotion authority approval.

(2) Conditional promotion to SGT through SFC will be for a period not to exceed 12 months. Soldiers enrolled in their appropriate NCOES course at the end of the 12-month timeframe will be allowed to complete the training and retain their promoted grade upon graduation. Exceptions to extend soldiers beyond the 12-month limit must be submitted by the promotion authority to Commander, HRC-Alexandria (AHRC-MSP-E), 200 Stovall Street, Alexandria, VA 22332-0443.

(3) Soldiers who fail to successfully complete, fail to remain eligible to be scheduled for or attend, who are denied enrollment in, or who do not attend their scheduled NCOES class (through fault of the soldier) will be administratively reduced and/or removed from the promotion list. The effective date of administrative reduction is the date of the action that caused the soldier to be ineligible to retain the promotion. The DOR will be the previous DOR held at the reduced grade. These soldiers must re-compete for promotion.

(4) Soldiers who have been reduced or removed from the promotion list as a result of failure to meet the NCOES requirement are ineligible for a future conditional promotion to the same grade.

(5) For conditionally promoted soldiers the following statement will be entered on the promotion instrument: "Soldier has not met the NCOES requirement and is promoted conditionally. If the soldier fails to successfully complete, fails to remain eligible for, is denied enrollment in, or does not attend his/her scheduled NCOES class (through fault of the soldier), then the soldier will be administratively reduced and must re-compete for promotion. Soldiers promoted to SGT through SFC have 12 months to meet this requirement."

d. *Procedural guidance for conditional promotion to SGT.*

(1) Conditional promotions for soldiers who have met a cutoff score and are otherwise qualified, but have not completed PLDC, are authorized under any of the following conditions (when approved by the promotion authority):

- (a) When reflected on the unit Order of Merit List (OML) for PLDC attendance.
- (b) When operationally deployed (deployment does not include National Training Center (NTC) or Joint Readiness Training Center (JRTC)).

(c) When on a temporary profile that prohibits PLDC attendance. The promotion authority must submit a copy of DA Form 3349 or equivalent document (Physical Profile) with the conditional promotion approval.

(2) Processing approvals for conditional promotion.

(a) The promotion authority approves (on a memorandum or DA Form 4187) conditional promotion to sergeant. Promotion authority will state on the approval that the soldier is otherwise fully eligible and will attend PLDC within

12 months from the effective date of conditional promotion or prior to expiration term of service (ETS), whichever occurs first. Approvals must be forwarded to the local promotion work center or military personnel division (MPD) for processing and publication of promotion orders.

(b) The local promotion work center commander or equivalent is the verifying authority for conditional promotions to SGT (he or she may delegate this authority to a SFC or above). The date of rank and effective date will be the date the soldier was placed on the Monthly SGT/SSG Promotion Selection By-Name List. However, when a conditional promotion approval is received after the promotion date indicated on the By-Name listing, the date of rank and effective date will be the first day of the month following approval. EXAMPLE: A soldier is reflected on the Monthly SGT/SSG Promotion Selection By-Name List for 1 May 01; however, the soldier has not completed PLDC and is not approved for conditional promotion until 2 May 01. The date of rank and effective date of promotion would be 1 Jun 01.

(3) The promotion work center will provide the promotion authority a monthly by-name roster of projected administrative reductions 90 days prior to the effective date.

e. *PLDC completion.* Conditionally promoted soldiers in grade of SGT who are contractually obligated to a troop program unit within the Army Reserve or Army National Guard and have not attended PLDC at REFRAD (through no fault of the soldier), will transition into the Army Reserve or Army National Guard (ARNG) as a SGT. The Army Reserve or ARNG will ensure the soldier is scheduled for and completes PLDC.

1–28. Suspension of favorable personnel action

Suspension of favorable personnel actions will be initiated on soldiers who are not in good standing as prescribed in AR 600–8–2. Field commanders are responsible for initiating FLAG for command initiated removals from a HQDA list. HRC-Alexandria (AHRC–MSP–E) will prepare a DA Form 268 for HQDA initiated removals, when the decision is made to refer a case to the STAB. Failure to initiate a suspension of favorable personnel action, however, does not invalidate referral of the action to the STAB or subsequent actions relating to the recommendation of removal.

1–29. Pay Inquiries

For pay inquiries concerning promotion issues follow current FAO procedures.

Chapter 2 Decentralized Promotions

Section I Managing Decentralized Promotions

2–1. Overview

This chapter governs the decentralized promotion system for promotions to SPC and below.

2–2. General

- a. Soldiers must be in a promotable status on the effective date of promotion.
- b. The promotion authority or a higher headquarters may determine a soldier's eligibility to be promoted with a retroactive DOR when the soldier's promotion was delayed due to administrative error. Percentage limitations outlined in this chapter apply retroactively.
- c. Commanders may promote soldiers with a waiver provided they have promotion capability within the percentage waiver restriction as outlined in paragraph 2–5.
- d. BASD will be used to determine TIS.
- e. Soldiers will only be promoted in their PMOS or CPMOS.
- f. The promotion work center will conduct a monthly audit of 10 percent of units serviced to ensure waiver ceilings are correctly computed and executed. Audit schedule will ensure each promotion authority is reviewed at least once annually.
- g. The promotion work center will provide immediate training to promotion authorities who misapply waiver rules. The promotion work center will report all incidents or misapplications to the promotion authority's next higher personnel manager and to the chief personnel manager for the installation or theater.
- h. Authority for promotion under the Army Civilian Acquired Skills Program (ACASP) is AR 601–210.

Section II

Task: Process Enlisted Promotions to PV2, PFC, and SPC

2-3. Rules for promoting enlisted soldiers to PV2

a. The Enlisted Advancement Report is the official instrument used by commanders to recommend soldiers for promotion to SPC and below. When the commander denies promotion, he or she may promote the soldier on the next Enlisted Advancement Report provided the soldier is otherwise qualified.

b. Promotions to PV2, PFC, and SPC will be made automatically by the Total Army Personnel database (TAPDB) for posting to the SIDPERS personnel file and the master military pay file. ARNG and USAR soldiers on initial active duty for training will not be promoted to SPC unless concurrence is obtained from the soldier's reserve component unit.

c. Eligibility criteria for automatic promotion to PV2, PFC, and SPC will be as follows:

- (1) For promotion to PV2 the requirement is 6 months TIS.
- (2) For promotion to PFC the requirements are 12 months TIS and 4 months TIMIG.
- (3) For promotion to SPC the requirements are 24 months TIS and 6 months TIMIG.
- (4) Soldiers must not be flagged or barred from reenlistment.
- (5) Any soldier reduced must be fully qualified (without waiver) for promotion to the next higher grade.

d. If a unit commander elects not to recommend a soldier for promotion on the automatic promotion date, then a DA Form 4187 denying the promotion will be submitted not later than the 20th day of the month preceding the month of automatic promotion.

e. DA Form 4187 will not be prepared for soldiers who are automatically promoted.

f. The DA Form 4187 denying the promotion (in lieu of DA Form 268, Suspension of Favorable Personnel Actions) will be used by the BNS1 to initiate a Flag transaction using code PA as the initial and reason code and input the transaction into eMILPO. This will stop an automatic promotion. The Flag must be closed using Flag code PE not later than the second working day following the date the soldier would have been automatically promoted.

g. Soldiers flagged or barred from reenlistment at the required time for automatic promotion and later recommended, require a DA Form 4187 and a GRCH transaction to be promoted.

h. Soldiers promoted prior to or after the automatic promotion date require a DA Form 4187 and submission of a GRCH transaction to be promoted.

- (1) Prepare DA Form 4187 prior to the soldier's eligibility date to ensure entitlements are received on time.
- (2) Effective date and DOR are the same unless stated otherwise in this regulation. For soldiers promoted late use procedures in paragraph 1-13 of this regulation.

(3) BNS1 or the unit commander signs all DA Form 4187 executing promotions to PV2, PFC, and SPC. The battalion commander or the executive officer signs the DA Form 4187 in the absence of the BNS1.

i. Specific exceptions to the eligibility criteria are as follows:

(1) Promotions authorized by enlistment contract under the provisions of AR 601-210 of the Army Civilian Acquired Skill and Stripes for Education Programs and comparable ARNG programs in AGR 600-200 for initial entry training (IET) soldiers.

(2) Soldiers holding or training for PMOS in career management field (CMF) 18 or ranger school graduates with at least 12 months TIS may be promoted to SPC without regard to TIS and TIMIG waiver ceilings provided otherwise qualified.

(3) Training promotions may be made as follows:

(a) For soldiers in MOS 19D, and 19K IET, commanders may promote up to 10 percent of each 19D and 19K class upon completion of basic combat training (BCT) portion of one station unit training (OSUT) to PV2 and an equal number to PFC upon graduation from the MOS producing course.

(b) For soldiers in IET for MOS's not having a fast track program, commanders may advance up to 3 percent of the PV1 population of each BCT/OSUT company to PV2 without regard to the TIS requirement.

(c) For soldiers in advanced individual training (AIT), commanders may advance up to 3 percent of the PV1 population of each AIT company to the grade of PV2 without regard to time in service requirements.

(4) Waivers for TIS and TIMIG:

- (a) Promotion to PV2 may be waived at 4 months TIS.
- (b) Promotions to PFC may be waived at 6 months TIS and 2 months TIMIG
- (c) Promotions to SPC may be waived at 18 months TIS and 3 months TIMIG.

j. Disposition of DA Form 4187.

(1) Each DA Form 4187 will be annotated by name on unit transmittal memorandum (UTM) and forwarded to the promotion work center by UTM with the unit advancement report.

(2) File a copy in the BNS1 files along with a copy of the unit advancement report.

(3) File a copy in the local file.

(4) Upon promotion to SGT, return all copies of DA Form 4187 pertaining to promotion to the soldier. Forward a copy of promotion order to the official military personnel file (OMPF).

2-4. Steps for promoting enlisted soldiers to PV2, PFC, and SPC

The steps for promoting enlisted soldiers to PV2, PFC, and SPC are contained in table 2-1.

STEP	WORKCENTER	REQUIRED ACTION
1	BNS1	Receive enlisted advancement report from personnel automation section (PAS) or prints. Note discrepancies. Annotate report.
2		Screen unit advancement report for additions, deletions, grade discrepancies or blank data. Coordinate with promotion work center to obtain missing data. Annotates report.
3	ENRC	Upon request, provide information on DOR to BNS1 section and submit DOR transaction.
4		Upon request, provide information on BASD to BNS1 section. Notify FAO by transmittal letter. FAO submits BASD transactions.
5	BNS1	Compute waiver allocations in accordance with this regulation.
6		Forward the unit advancement report to the unit commander.
7	UNIT/BN CDR	Receive reports from BNS1 section.
8		Select eligible soldiers by annotating the report YES for select or NO for denial of promotion. Prepare DA Form 4187 for those denied promotion on automatic promotion date, promoted with waiver, or promoted after the automatic promotion date.
9	BNS1	Receive report back from the commander with selection denials for promotion to PV2, PFC, and SPC.
10		Prepares all DA Forms 4187 in accordance with this regulation, for BNS1 signature. Prepare SPC certificates for the battalion commander's signature.
11	BNS1	Signs DA Forms 4187.
12		Input appropriate eMILPO transactions for soldiers denied automatic promotion not later than the 20th of the month. Monitor all transactions.
13		Sends promotion certificates to the battalion commander for signature.
14	UNIT	Receives DA Form 4187 and promotion certificates.
15		Conducts promotion ceremony.
16	BNS1	Forward one copy of the DA Form 4187 and Enlisted Advancement Report to the ENRC by UTM
17		File copy of the report and all DA Forms 4187 in BNS1 functional promotion files.
18	ENRC	Post Enlisted Records Brief (ERB) and file DA Form 4187.

Section III

Task: Compute Waiver Allocations

2-5. Rules for computing waiver allocations (SPC and below)

a. Calculations for PV2 and PFC are based on assigned strength and SPC are based on the authorized current strength document. Add and subtract arrivals or departures, correct any grade discrepancies and obtain blank/missing data prior to doing computations. Criteria used for calculation of computations will be as of the date the Enlisted Advancement Report is printed in the month preceding the promotion month. Waivers will be used only on the first day of the promotion month.

b. When computing SPC waiver allocations, use CPL and SPC authorized strength only. Replacement units and transition units will not use soldiers transitioning between units or out of the Army when computing waivers.

c. Battalion S1 section calculates waiver allocations by company for PV2 and PFC.

d. SPC will be consolidated and calculated at battalion-level.

(1) Battalion commander will realign total allocations within battalion as he or she sees fit (promotion to SPC only).

(2) The battalion commander must sign the Enlisted Advancement Report as the reviewing authority for soldiers who are recommended for promotion to SPC with waiver(s).

(3) Companies/detachments and separate companies/detachments who are supported by a battalion will participate in the battalion roll-up. Separate companies that act as a parent unit and do not report to a battalion-level unit will compute their waiver allocations separately.

(4) Battalion roll-ups and separate companies may promote to the SPC waiver percentage established and announced by HQDA.

(5) Commanders of SPC waiver computing battalions/separate companies/detachments with less than 10 current SPC/CPL authorizations (positions) and no soldier serving in the waiver zone (less than 24 months TIS) may promote one soldier to SPC with waiver. These units are not authorized a SPC waiver promotion if the unit has an SPC/CPL serving in the waiver zone.

e. Total number of assigned PV2 with less than 6 months TIS cannot exceed 20 percent of the total PV2 population.

f. Total number of assigned PFCs with less than 12 months TIS cannot exceed 20 percent of the total PFC population.

g. Total number of assigned SPCs and CPLs with less than 24 months TIS cannot exceed the SPCs waiver percentage established by HQDA. The SPCs waiver percentage will be published in the monthly cutoff scores and enlisted promotion issues memorandum.

h. When computing waivers exclude the following:

(1) CMF 18 soldiers, Ranger School graduates, ACASP, and Stripes for Education Program when determining the number of waiver allocations to SPC. These soldiers are not included in calculating waivers during the month of promotion or any subsequent month.

(2) Assigned reserve soldiers who are not counted in the Army's end strength.

2-6. Steps for computing waiver allocations (SPC or CPL and below)

The steps for computing waiver allocations (SPC or CPL and below) are contained in table 2-2.

Table 2-2

Computing waiver allocations

STEP	WORKCENTER	REQUIRED ACTION	PV2	PFC	SPC/CPL
1	BNS1	Total number of soldiers assigned for PV2/PFC and authorized strength for SPC.			
2		Multiply step 1 by total allowable with waivers or as announced by HQDA	X.20	X.20	X. HQDA percentage
3		Total allowable with waiver. Use whole numbers only. Drop fractions, do not round up.			
4		Number of soldiers already assigned with less than the required TIS minus exceptions in paragraph 2-5h.			
5		Subtract row 4 from row 3 for total waivers authorized.			
6		Follow steps 3 through 11 of table 2-1 for continuing process.			

Section IV

Task: Correcting Erroneous Promotions (SPC and below)

2-7. Rules for correcting erroneous promotions (SPC and below)

a. The commander who issued the DA Form 4187 (or the current commander) may revoke an erroneous promotion and make a determination of de facto status (see paragraph 1-17).

b. A soldier promoted in error who became eligible for promotion before the determination of error was discovered will retain the promotion. DA Form 4187 will be initiated to adjust DOR.

2-8. Steps for correcting erroneous promotions (SPC and below)

The steps for correcting erroneous promotions (SPC and below) are contained in table 2-3.

Table 2–3
Correcting erroneous promotions (SPC and below)

STEP	WORKCENTER	REQUIRED ACTION
1	UNIT/BN CDR	Commander determines that soldier was erroneously promoted.
2		Determine whether soldier had de facto status.
3		Request BNS1 prepare DA Form 4187 or proper notification as applicable to either revoke promotion and grant de facto status or adjust DOR.
4	BNS1	Prepare DA Form 4187 for signature.
5		Sign DA Form 4187 revoking promotion and granting de facto status or adjusting DOR if applicable.
6		Submit GRCH transaction. Monitor SIDPERS transactions.
7		Update BNS1 file.
8		Forward DA Form 4187 to the Enlisted Records Workcenter and Finance by UTM.
9	Promotions Workcenter (PROM)	Receive DA Form 4187 from BNS1.
10	ENRC	File DA Form 4187.

Chapter 3

Semi-centralized Promotions (SGT and SSG)

Section I

Managing Semi-centralized Promotions

3–1. Promotion system

- a. This chapter governs the SGT and SSG promotion system.
- b. Field grade commanders in units authorized a commander in the grade of LTC or higher have promotion authority to the grades of SGT and SSG; however, the Promotions Workcenter maintains the recommended list and issues the orders.
- c. Promotion to SGT and SSG are executed in a semi-centralized manner.
 - (1) Field operations. Board appearance, promotion point calculation, promotion list maintenance, and the final execution of the promotions occur in the field in a decentralized manner.
 - (2) HQDA operations. Promotion cutoff scores and the monthly SGT/SSG promotion selection by-name list are determined and announced monthly.
- d. HQDA will determine the needs of the Army by grade and MOS.
- e. A soldier's total points are forwarded through the appropriate database, as determined by HRC-Alexandria, to TAPDB. These points are consolidated into an Army-wide listing of eligible soldiers by MOS maintained in the TAPDB. A determination is then made for each MOS as to what promotion point cutoff score would promote the desired number of soldiers to meet the needs of the Army in a specific month. These decisions are based primarily upon budget constraints and individual MOS requirements.
- f. The importance of accuracy and timeliness in submission of data to the database cannot be overemphasized. Only visible scores will be considered.
- g. By using the standard promotion scoring forms, with predetermined promotion point factors, soldiers in pay grades SPC/CPL and SGT generally can measure how well they qualify for promotion. They can set precise goals with a self-improvement training program to increase their potential for promotion.
- h. The semi-centralized promotion system depends on the sequential execution of the key events listed in this chapter. Untimely action in the field leads to inaccurate promotion decisions.
- i. If the promotion authority is a general officer he or she may delegate, in writing, his or her promotion authority to the deputy commander or the senior personnel manager. The person to whom the promotion authority is delegated must be a field grade officer, filling an LTC or higher coded position.

3–2. Key events and work scheduling

The events listed below make up a complete semi-centralized promotion cycle.

- a. *Key events.*
 - (1) *Board month minus one.*
 - (a) BNS1 prepares Unit Enlisted Promotion Report, forwards to the unit commander to select soldiers for board appearance to SGT/SSG, then returns report to the BNS1.

(b) BNS1 prepares section A of the promotion worksheet on soldiers selected for board appearance, then forwards to the promotion work center. The recommended soldier is required to be present during the preparation of the promotion point worksheet.

(2) *Board month.*

(a) Conduct the board, complete promotion worksheet, obtain approval in Section D, and forward the results to the promotion work center. The BNS1 will review the promotion point worksheets and board proceedings.

(b) promotion work center inputs soldier's promotion points to TAPDB.

(3) *Board month, plus one.*

(a) The promotions workcenter prints the Monthly SGT/SSG Promotion Selection By-Name List, identifies soldiers to be promoted, verifies eligibility, and issue orders or non-promotion notification memorandum. Update the TAPDB with promotion/nonpromotion reason codes as appropriate.

(b) Battalion or promotion work center produces the recommended list monthly, and forwards to the unit for posting on the bulletin board. Promotable soldiers will review and initial the recommended list each month. BNS1 retains initialed recommended list in BNS1 files for 2 years.

b. *Scheduling work.* A semi-centralized cycle starts every month for a new group of soldiers. Work must be carefully synchronized, especially between promotion work center and battalions. The commander of the BNS1/promotion work center will establish a monthly work schedule that would enable workers at all levels to organize work and accommodate the demands of the various cycles within the established time frame guidelines.

3-3. Delay of promotion (SGT and SSG)

a. A soldier's promotion will be suspended when the promotion authority determines one of the following conditions exists—

(1) Probability exists that the soldier was given promotion consideration in error.

(2) Soldier was granted more administrative points than entitled. The promotion authority may promote; provided otherwise qualified, when the unchallenged total point score equals or exceeds the announced HQDA cutoff score and the soldier's name appears on the Monthly SGT/SSG Promotion Selection By-Name List.

(3) Soldier's promotion packet was lost and must be reconstructed.

(4) Pending a determination as to whether duplicate credit was awarded promotion points.

b. The promotion authority may promote when the unchallenged points equals or exceeds an announced HQDA cutoff score. However, if the promotion authority suspects that there may have been fraud, he or she may hold the promotion in abeyance until the issue is resolved.

c. The soldiers must be advised in writing, by the promotion work center, of the need to verify the challenged points.

3-4. Waiver authority

Promotion authority may waive the eligibility requirements of TIS and TIMIG as outlined in table 3-3.

3-5. The promotion packet

a. The promotion packet will consist of—

(1) All (to include original initial) DA Form 3355.

(2) A copy of approved promotion board proceedings.

(3) All DA Forms 4187 and supporting documentation used for reevaluation or promotion point adjustment.

(4) Upon out-processing, a copy of the recommended list dated no earlier than the previous month will be added to the packet.

(5) Any document used to confirm promotion points. The DD Form 214 is a valid promotion point source document.

(6) All documents used to confirm promotion points will be date stamped the date received at the promotion work center on the front of the document to produce an audit trail.

(7) Memorandum signed by the soldier stating his/her responsibility in the promotion system.

b. All DA Forms 3355 will be retained in the promotion packet until the soldier is promoted, then removed and given to the soldier. Advise soldiers to keep documents in a safe and readily accessible place.

c. The officer in charge (OIC), promotion work center, may at anytime require the unit or Soldier to obtain additional information when the validity of a document is in question.

3-6. Special promotion categories

a. *Special forces.* Soldiers (SPC/SGT) in CMF 18, provided otherwise qualified, are eligible for promotion as indicated:

(1) Soldiers in CMF 18 who have been recommended by a promotion board prior to completion of all phases of the

Special Forces Qualification Course (SFQC) will be promoted effective upon successful completion of all phases of the course and awarded PMOS in CMF 18.

(2) Soldiers in CMF 18 who are boarded and recommended for promotion after successful completion of all phases of the SFQC course will be promoted the first day of the next month provided the following conditions are met:

(a) Board was conducted by the fifth working day of the board month.

(b) Approved promotion board proceedings were forwarded to the promotion work center no later than the seventh working day of the board month.

(c) Promotion work center forwarded the board proceedings, DA Form 1059s for PLDC and SFQC to CDR, HRC-Alexandria (AHRC-MSP-E) no later than the 10th working day of the board month.

b. *Officer Candidate School (OCS) and Warrant Officer Candidate Course (WOCC).* Soldiers in grade of SPC and below entering OCS or WOCC will be promoted, by the losing organization, to SGT with an effective date and DOR equal to the reporting date. Soldiers promoted under this paragraph will be informed that if they are on a current recommended list to SGT they will be removed from such list and that failure to complete training will result in reduction unless released for medical or compassionate reasons.

c. *Rangers on a promotion to SGT recommended list.* Provided otherwise qualified, Rangers will be promoted on the first day of the second month following graduation date or board appearance, whichever is later. The promotion work center will enter 799 points in the system.

d. *Special MOS alignment promotion.* Soldiers with approved reenlistment/reclassification in MOS designated by HRC-Alexandria for special MOS alignment promotion to meet Army readiness will be promoted the first day of the next month following completion of all training phases and award of the MOS. Soldiers who fail to complete training as scheduled, become disqualified for award of the new MOS or lose the promotion list status are no longer eligible for promotion under this paragraph. The HRC-Alexandria memorandum and this paragraph will be cited on the promotion instrument as authority.

e. *Army Civilian Acquired Skills Program (ACASP).* Soldiers enlisted into the Army under ACASP in accordance with AR 601-210 will be promoted under this paragraph. The effective date and DOR will be the date all requirements are met.

f. All promotions made under this paragraph will be reported to HRC-Alexandria (AHRC-MSP-E) for GRCH input. All source documents will be included.

3-7. Soldiers hospitalized because of service-incurred disease, wound, or injury

a. Soldiers on the recommended list selected by a local board prior to hospitalization, may be promoted if their point scores are the same or higher than those announced by HQDA.

b. Soldiers who are not on a recommended list at the time of hospitalization may be considered for promotion by the local medical holding facility selection board.

(1) Soldier must be recommended by the hospital facility commander. The hospital facility commander may request the patient's former commander or other former officials who know about his or her prior performance to provide input for Section A of DA Form 3355.

(2) Patients must appear before a promotion board for consideration.

(3) Patients who are recommended for promotion but are not physically able to appear before the promotion board as determined by the hospital facility commander may, after gaining the physical ability, appear before a promotion board. Soldiers may request an exception to policy from CDR, HRC-Alexandria (AHRC-MSP-E), to backdate the effective date of promotion points.

c. The hospital commander may appoint qualified patients as board members or board presidents.

d. The medical facility commander will ensure that all approved board results with promotion packets are forwarded to the supporting promotion work center as outlined in this chapter.

3-8. Geographical separation from the promotion authority

a. Commanders will ensure that soldiers to be recommended for promotion are sent before a promotion board prior to departure for duty at a different geographical location.

b. Soldiers who obtain eligibility after departure may be recommended for appearance before a promotion board only with the concurrence of the parent organization (promotion authority). If the parent organization concurs, it will provide copies of all available promotion related documents to the soldier in the most expeditious manner.

(1) Soldier will provide copies of supporting documents to the servicing promotion work center prior to board appearance.

(2) The servicing promotion work center will prepare the DA Form 3355 and process the promotion board proceedings.

(3) The servicing promotion work center will report to the soldier's parent promotion work center the necessary list integration information for input to the TAPDB. This will be accomplished in the most expeditious manner.

(4) The promotion authority responsible for boarding the soldier will provide the soldier's original promotion packet to the soldier's parent organization (promotion authority) for processing.

(5) Further board action is not required.

c. Soldiers in a deployed status may be boarded using the ERB as the official source document for awarding promotion points. Soldiers will be given 60 days upon redeployment to submit a request for retroactive promotion point adjustment for any source document dated prior to the board appearance that was not available while deployed. Soldiers who fail to submit the retroactive promotion point adjustment within 60 days of redeployment waive the opportunity and can only add additional points during a re-evaluation.

d. The parent organization's promotion work center is responsible for issuing promotion orders.

Section II

Reason Codes and Eligibility Criteria

3–9. Reason codes

a. Reason codes for use on the monthly SGT/SSG promotion selection by-name list are contained in table 3–1.

Table 3–1

Reason codes for use on the monthly SGT/SSG promotion selection by-name list

REASON CODES	DESCRIPTION
1. Nonpromotion	Use for soldiers listed on the monthly SGT/SSG promotion selection by-name list who are nonpromotable.
A	*Does not meet NCOES requirement and no other Code applies. (4)
B	*Does not meet security clearance requirement. (3)
C	*Under suspension of favorable personnel actions. (1)
D	*Ineligible for or pending reenlistment. (5)
E	**Failed to meet service remaining requirement.
F	**Previously promoted to current rank.
G	***Incorrect promotion points or points date.
H	***Reclassified to new PMOS prior to promotion month.
I	**Separated from active duty.
J	**NCOES failure (or refusal).
K	**DA imposed bar to reenlistment.
L	**Field imposed bar to reenlistment.
N	**Enrollment in the overweight control program and/or failure of record Army Physical Fitness Test (APFT).
P	*Unverified promotion.
Q	*Medical board proceedings to include soldiers unable to attend NCOES because of temporary profile. (2)
R	**Reason other than those listed in this table that require soldiers to be removed from the recommended list IAW paragraph 3–31.
2. PROMOTION (FIELD INPUT)	
M	**Meets cutoff score and name appears on the by-name list.
3. PROMOTION (HQDA INPUT)	
O	**Entered Officer Candidate School (to SGT only).
S	**Army civilian acquired skills (to SGT only)

Table 3-1
Reason codes for use on the monthly SGT/SSG promotion selection by-name list—Continued

REASON CODES	DESCRIPTION
W	**Entered Warrant Officer Course (to SGT only).

Notes:

* Information codes

** Will remove soldier from the by-name list and the recommended list.

*** Will remove soldier from the by-name list only.

note: Commanders will ensure these codes remain current at all times. Parenthetical numbers indicate order of precedence. All others not listed above automatically remove the soldier from the by-name list and do not require sequencing.

b. Reason codes to be used on the recommended list are contained in table 3-2.

Table 3-2
Reason codes to be used on the recommended list

CODE	REASON
A	Initial promotion score.
B	Reevaluation.
D	Nonpromotable status.
E	Delete due to transfer. Enter departure date.
F	Deleted for cause. Enter effective date of removal after code.
G	Promoted. Enter effective date of promotion after the code.
H	Reinstated to recommended list. Enter date of reinstatement after the code.
I	Adjustment of administrative points. Enter date of adjustment after code.
J	Regained promotable status. Enter effective date after code.
K	Soldier met cutoff score for SGT prior to PLDC graduation. Enter year and month of cutoff score. Example: K9906
M	Soldier failed PLDC. Enter year and month of PLDC failure. Example: M9906
N	Soldier met cutoff score for SSG prior to BNCOC graduation.
P	Soldier failed BNCOC. Enter year and month of BNCOC failure. Example: P9806.
Q	Medical board proceedings.
R	Declination of promotion.
S	Declination of NCOES attendance.

3-10. Eligibility criteria for recommendation and promotion

a. Eligibility criteria for recommendation are contained in table 3-3.

Table 3-3
Eligibility criteria for recommendation

FACTOR	CRITERIA	WAIVER(S)
1. MOS	Soldier must be recommended in CPMOS. Must be fully qualified in recommended MOS.	None.
2. Education.	CIVILIAN: Must have high school diploma, general education development (GED), or an associates or higher degree.	None.
	MILITARY: Must complete the active component resident PLDC prior to board appearance to SSG.	Resident BNCOC and PLDC graduates. Constructive credit granted by U.S. Army Training and Doctrine Command (TRADOC). Non-resident courses do qualify for this requirement.

Table 3–3
Eligibility criteria for recommendation—Continued

FACTOR	CRITERIA	WAIVER(S)
3. Time requirement for board appearance as of the first day of the board month.	SSG. 82 months TIS and 8 months TIMIG. SGT. 34 months TIS and 6 months TIMIG.	46 months TIS and 5 months TIMIG for those who have been recommended to compete in the secondary zone. 16 months TIS and 4 months TIMIG for those who have been recommended to compete in the secondary zone.
4. Reenlistment eligibility.	Must not be ineligible to reenlist in accordance with applicable regulation.	None.
5. Physical qualifications.	Considered physically qualified unless undergoing medical evaluation (military medical review board, medical evaluation board, physical evaluation board) to determine qualifications for continued active service.	None.
6. APFT	Must possess a current passing APFT score in accordance with applicable regulations and field manuals.	None.
7. Weight control.	Cannot be enrolled in the program.	None.
8. ASAP	Cannot be enrolled in the program.	Self-referral.
9. Total promotion points after board appearance.	For SSG – minimum of 450 points For SGT – minimum of 350 points	None.
10. Disciplinary.	Not be flagged in accordance with AR 600–8–2.	None.

b. Eligibility criteria for promotion are contained in table 3–4.

Table 3–4
Eligibility criteria for promotion

FACTOR	CRITERIA	WAIVER
1. MOS	Must be promoted in CPMOS. Must be fully qualified in MOS to include meeting school requirements.	None.
2. Military education.	SSG. Resident BNCOC or higher. SGT. Resident PLDC or higher.	TRADOC constructive credit. If soldier has other service, USAR or ARNG PLDC, the equivalency must be approved prior to board appearance.
3. Time requirement for promotion as of the first day of the promotion month.	SSG. 84 months TIS and 10 months TIMIG. SGT. 36 months TIS and 8 months TIMIG.	48 months TIS and 5 months TIMIG for those who have been recommended to compete in the secondary zone. 18 months TIS and 4 months TIMIG for those who have been recommended to compete in the secondary zone.
4. Reenlistment.	Must be eligible to reenlist in accordance with appropriate regulation.	None.
5. Physical qualifications.	Considered physical qualified for promotion unless under going medical evaluation proceedings to determine ability to perform in CPMOS.	None.
6. APFT	Must possess a current passing score in accordance with applicable regulations and field manuals. APFT must not be older than 12 months from the date they met the cutoff score.	See paragraph 3–46 <i>b</i> .
7. ASAP	Cannot be enrolled in the program.	Self-referral.
8. Disciplinary.	Not be flagged in accordance with AR 600–8–2.	None.
9. Service remaining requirement.	As prescribed by this regulation.	None.

Section III

Task: Identify Soldiers for Recommendation for Promotion to SGT or SSG

3-11. Rules to identify soldiers for recommendation for promotion to SGT or SSG

- a. BNS1 will prepare Unit Enlisted Promotion Report monthly.
- b. The promotion work center will prepare this report for units without automation capability.
- c. Unit commander will personally review, annotate, and authenticate appropriate report. Unit commanders will also ensure soldiers are fully qualified in their PMOS prior to signing the report.
- d. TIMIG and/or TIS may be waived.
- e. Report will include soldier's level of security clearance, SSN, current grade, and PMOS.
- f. Report will also indicate in the REMARKS section FLAG, bar to reenlist information and blank data such as BASD and DOR.
- g. The BNS1 will provide the unit commander the promotion eligibility report along with each soldier considered fully eligible in TIS and TIMIG (for CPL/SPC the criteria is 34 months TIS and 6 months TIMIG; for SGT it is 82 months TIS and 8 months TIMIG). This will also be accomplished for soldiers already on the promotion recommended list.
- h. The unit commander must complete the DA Form 3355 for all soldiers recommended. For soldiers fully eligible but not recommended, the unit commander must complete the DA Form 3355 with counseling documents and forward them to the promotion authority for final decision.
- i. Once a soldier has not been recommended for promotion and counseled, the BNS1 will not continue to provide a new DA Form 3355 to the unit commander. Copies of the soldier's periodic counseling (at least quarterly) will be provided to the promotion authority until the soldier is recommended for promotion or is no longer eligible.
- j. This requirement will apply to soldiers who have already met the eligibility requirement listed in this chapter and have not been recommended for promotion. Soldiers who become fully eligible on 1 October 2000 will have DA Form 3355 and counseling documents processed in accordance with requirements listed above. For soldiers who were fully eligible prior to 1 October 2000 and not recommended for promotion, the requirement will be met not later than 6 months from the effective date of this message.

3-12. Steps for identifying soldiers for recommendation for promotion to SGT or SSG

The steps used to identify soldiers for recommendation for promotion to SGT or SSG are contained in table 3-5.

Table 3-5
Identifying soldiers for recommendation for promotion to SGT/SSG

STEP	WORKCENTER	REQUIRED ACTION
1	BNS1	Print the unit enlisted promotion report or receive the report from the promotion work center.
2		Establish the suspense date and forward report to the appropriate unit no later than the first duty day of the month preceding the board month.
3	UNIT	Commander will personally review the report for accuracy and identify soldiers to be recommended for promotion. Commander will annotate "YES" for those recommended or "NO" for those not recommended.
4		Commander will personally initial each entry and authenticate the report.
5		Return completed report to BNS1 no later than the fifth day of the month preceding the board month. Commander will also provide weapon qualification, current APFT information and duty performance evaluation for soldier(s) recommended.
6	BNS1	Prepare DA Form 3355 thru Section A and forward to commander for certification.
7	UNIT	Commander will counsel soldiers that are fully qualified but not recommended to appear before the board in accordance with paragraph 1-26.
8		Provide a copy of counseling to BNS1 for filing with the Personnel Eligible for SGT/SSG Promotion Consideration Report.
9	BNS1	File report and any counseling in the BNS1 for 2 years.

Section IV

Task: Process Initial SGT or SSG Recommendations

3-13. Rules for processing initial SGT or SSG recommendations

- a. Recommendations will be initiated by the soldier's commander.
- b. The commander authenticates the recommendation.
- c. If applicable, a copy of an approved reenlistment waiver for courts-martial, absent without leave (AWOL), or lost time must be attached as a permanent part of the DA Form 3355.
- d. Forward DA Form 3355 to promotion work center by the 10th or first duty day after the 10th if the 10th is a non-duty day of the month preceding the board month.
- e. promotion work center completes Section B and return to BNS1 no later than 3 duty days prior to board month. It is recommended that the soldier be present at the promotions workcenter during preparation of the promotion point worksheet.
- f. Rescinded.
- g. Corrections may be made or new administrative points may be added up to and including the date the board proceedings are approved.
- h. All dates on DA Form 3355 will reflect year, month, and day (YYYYMMDD).

3-14. Steps for processing initial SGT or SSG recommendations

The steps used for processing initial SGT or SSG recommendations are contained in table 3-6.

Table 3-6
Processing initial SGT or SSG recommendations

STEP	WORKCENTER	REQUIRED ACTION
1	UNIT	If required, prepares request for reenlistment waiver.
2	SOLDIER	Provides BNS1 with necessary documentation to prepare DA Form 3355.
3	BNS1	Establish suspense date, attach approved reenlistment waiver, if applicable and secure documents to the soldier's recommendation and forward DA Form(s) 3355 (completed through Section A) to appropriate commander for certification.
4	UNIT	Within 1 working day, the commander will verify entries, make corrections, sign the DA Form 3355 and return it to BNS1 for further processing.
5	BNS1	By the 10th day of month preceding the board month, review for completeness, copy and forward DA Forms 3355 with documentation to the servicing promotion work center for processing.
6	PROM	Complete Section B of DA Form 3355. The promotions workcenter representative (SSG/GS6 or above) must authenticate the DA Form 3355 to verify that the administrative points shown were accurately extracted from the soldier's source documents and records.
7		Return recommendation(s) to promotion authority no later than 3 duty days prior to the board month.
8	BNS1	Review with the soldier, DA Form 3355, to include heading, Section A, and Section B prior to board appearance.
9		If Soldier claims additional administrative points see appropriate rules in this regulation.
10		Provide recommendations to board president.

Section V

Task: Conduct Promotion Boards

3-15. Rules for conducting promotion boards

- a. Conduct promotion board by the 15th of every month. Boards conducted after the 15th of the month are invalid.
- b. The boards will use question and answer format only. Soldiers will not be required to perform hands-on tasks.
- c. Commanders will ensure that soldiers are fully qualified in their PMOS prior to signing Section A.
- d. The promotion authority will appoint in writing, an odd number (at least three) of unbiased voting members and a recorder without vote. The board president may be designated as one of the voting members. The voting members may be all officers, all noncommissioned officers, or mixed.
- e. Board membership will consist of the following:

- (1) If the board members are all noncommissioned officers, the president must be a command sergeant major (CSM) or SGM. If the board members consist of officers and noncommissioned officers, the president is the senior member.
- (2) Members will be at least one grade senior to those being considered for promotion.
- (3) At least one voting member will be of the same gender as the soldiers being evaluated. When this is not possible, the reasons will be recorded as part of the board proceedings.
- (4) Voting members will include a minority member if reasonably available.
- (5) A nonvoting recorder should be from the BNS1 (need not be senior in grade to those being considered for promotion).
- f.* A board may be split into two or more panels. Each panel must consist of an odd number of unbiased (at least three) voting members and a recorder without vote, to expedite the process if the number of recommended soldiers so warrants. When the board consists of more than one panel, the board president will not be a voting member of either panel. Each soldier will appear before only one panel. Boards will be convened and adjourned in the same geographical location.
- g.* Once a board is convened, the same board members will be present during the entire board proceedings.
- h.* The president will call the board to order and brief it on the following rules:
 - (1) Each voting member has one vote.
 - (2) Each voting member will complete a DA Form 3356, Board Member Appraisal Worksheet (figure 3–2) to vote on each soldier.
 - (3) Use of personnel records by the board is optional.
 - (4) The recorder will complete DA Form 3357, Board Recommendation (figure 3–3), and obtain the president's signature within 1 duty day following adjournment of the board.
 - (5) The recorder will complete applicable portions of DA Form 3355.
- i.* The board may be tasked, as a separate action, to consider soldiers for removal from a recommended list.

3–16. Steps for conducting promotion boards

The steps for conducting promotion boards are contained in table 3–7.

Table 3–7
Conducting promotion boards

STEP	WORKCENTER	REQUIRED ACTION
1	BNS1	Schedule monthly promotion selection board. Prepare written documentation of appointment of board members for promotion authority signature.
2		Account for all DA Forms 3355, with Sections A and B completed for each soldier scheduled to appear before the promotion board.
3		Notify unit commander of board schedule.
4	UNIT	Notify soldier(s).
5	BNS1	Promotion authority will brief the president of the promotion board on his/her responsibilities.
6		Conduct promotion board.
7		Recorder collects all DA Forms 3356 and prepares DA Form 3357 after each soldier's appearance and obtains the president's signature.
8		Complete the remaining portion of Section D of DA Form 3355.
9		Prepare memorandum of board proceedings.

Section VI

Task: Process Results of a Promotion Selection Board

3–17. Rules for processing results of a promotion selection board

- a.* The memorandum of board proceedings (fig 3–4) will be prepared within 1 duty day of the board's adjournment and include the following:
 - (1) Where and when the board was conducted.
 - (2) Membership of the board.
 - (3) An alphabetical list of recommended soldiers by recommended grade, including SSN, RMOS, and administrative board points and total points for list integration.

- (4) An alphabetical list of soldiers not recommended for promotion or not obtaining the required amount of points by grade and SSN.
 - (5) Each soldier's promotion packet.
 - (6) Additional information as required.
- b.* The president will review the memorandum of board proceedings for accuracy, sign the report, and forward it to the promotion authority.
 - c.* The promotion authority will take one of the following actions and forward the completed results (figure 3–5) to the promotions workcenter as soon as possible, but no more than 3 duty days after the promotion board adjourns:
 - (1) Approve or disapprove the report in its entirety. This decision pertains only to the correct constitution and conduct of the board.
 - (2) If the promotion authority cannot accomplish these actions within 3 duty days after the promotion board adjourns, a memorandum of explanation, signed by the promotion authority, will be attached to the DA Form 3355 citing the specific reason for the delay.
 - d.* If approved, the promotion authority will authenticate Section D of DA Form 3355 and forward by 1st endorsement. The BNS1 will have the recommended soldier sign a memorandum of responsibility. The memorandum will become a permanent document in the promotion packet.
 - e.* If disapproved, the promotion authority will:
 - (1) Notify the promotion work center and advise each soldier of the reasons, even if they have departed the organization. This applies to all soldiers considered by the board, whether or not recommended.
 - (2) Correct deficiencies and appoint and conduct a new board within 1 week. All soldiers who appeared before the disapproved board will appear before the new board.
 - f.* Soldiers must obtain a minimum of 450 total promotion points if competing for SSG or 350 total promotion points if competing for SGT in order to be integrated onto the recommended list.
 - g.* Completed board actions will reach the promotion work center by the 20th day of the board month. Submit promotion point data into the appropriate database as soon as possible, but not later than the 27th of the promotion board month.
 - h.* The date the promotion authority approves the memorandum of board proceedings is the date the soldier is eligible for list integration.
 - i.* The promotion packet will be kept in the promotions workcenter. Documents will not be removed for any reason.
 - j.* DA Form 3355 and promotion board documents of those who did not attain recommended list status will be filed at the BNS1 for 2 years and then destroyed.
 - k.* Soldiers not recommended or not attaining enough points to obtain list status will be counseled by the promotion authority and/or the board president. The soldier and counselor will sign appropriate blocks in Section D of DA Form 3355. If soldier refuses to sign, the counselor will enter " Soldier refuses to sign" in the appropriate block.
 - l.* The original memorandum of board proceedings will be retained for 2 years at the BNS1 and 3 years in the records holding area (RHA). DA Form 3356, and DA Form 3357 will be filed at the BNS1 for 2 years, then destroyed.
 - m.* The recommended list will be retained by the promotion work center for 2 years.
 - n.* Administrative points will be determined as of and up until the date the board is approved. The promotion authority or promotion work center may correct all known errors before the memorandum of board proceedings is approved.
 - o.* Promotion points are effective on the first day of the second month following approval by the promotion authority and input into the TAPDB.

3–18. Steps for processing results of a promotion board

The steps for processing results of a promotion board are contained in table 3–8.

Table 3–8

Processing results of a promotion board

STEP	WORKCENTER	REQUIRED ACTION
1	BNS1	Prepare memorandum of promotion board proceedings.
2		Forward all documents and board proceedings to promotion authority for approval/disapproval.
3	Soldier	If approved, have soldier verify and sign DA Form 3355 and sign responsibility memorandum.
4	Soldier/First Line Leader	First line leader will counsel Soldiers not recommended on promotion potential weaknesses and obtain Soldier's signature on DA Form 3355 Section D. First Line Leader will also sign section D

Table 3–8
Processing results of a promotion board—Continued

STEP	WORKCENTER	REQUIRED ACTION
5	BNS1	File DA Form 3355, for Soldiers not recommended and not attaining enough points to obtain list status, with the approved promotion board proceedings. Forward to the promotion work center a copy of the completed DA Form 3355 and approved board proceedings for entry on the recommended list. File original DA Form 3355 and approved board proceedings 2 years in the local files and 3 years in the RHA.
6	PROM	Submit promotion point transaction. Print update screen and recommended list NLT the 20th of the board month. Verify recommended list for the newly recommended Soldiers and provide a copy to the BNS1, along with a copy of the update screen NLT the first duty day after the 20th of the board month.
7	BNS1	Provide a copy of the recommended list to the unit.
8	Unit	Blacken out SSN on current recommended list and post on bulletin board.
9	Soldier	Verify accuracy of recommended list (SSN, RMOS, points and points date), if all information is correct, initial report. If information is incorrect, immediately inform BNS1 for error resolution.
10	BNS1	Coordinates with promotion work center to resolve all discrepancies noted NLT the 25th of the promotion board month.
11	PROM	Input corrected promotion point transaction NLT than the last duty day of the promotion board month.

Section VII

Task: Processing Promotion Point Reevaluations

3–19. Rules for processing promotion point reevaluations

- a. There are two processes: Administrative reevaluations and total reevaluations.
 - (1) A soldier who adds 20 or more new points as indicated below is considered an administrative reevaluation.
 - (2) A request to appear before a new promotion board with the criteria listed below is considered a total reevaluation. The commander may not disapprove a request for total reevaluation.
- b. Soldiers may request an administrative reevaluation using a memorandum for reevaluation or total reevaluation by using the DA Form 3355 (figure 3–1). Soldiers must submit their request within a reasonable amount of time to allow the promotion chain of command sufficient processing time to process the action.
- c. Rules for an administrative reevaluation include the following:
 - (1) Soldiers who believe they have increased (through self achievement or awards) their latest promotion score by 20 points or more (DA Form 3355, Section A, Item 1 and Section B) may request an administrative reevaluation at any time. Soldier must be in a promotable status.
 - (2) Commander will authenticate and check the appropriate block on DA Form 4187 recommending approval or disapproval. Additionally the commander may increase or decrease the duty performance points.
 - (3) An administrative reevaluation is simply a recalculation of the administrative points (DA Form 3355, Sections A and B) by the promotion work center.
 - (4) Prior to adding new promotion points based on an administrative reevaluation, the promotion clerk will complete a total review of the DA Form 3355 and increase or decrease the military training and duty performance points, if applicable, and remove erroneous and outdated points. The adjusted score will be the score that the soldier must use to add the new points to. The promotion work center will evaluate the new promotion points and those on the most recent DA Form 3355.
 - (5) If the administrative reevaluation results in a promotion point increase of 20 or more points over the adjusted score, the promotion work center will change the soldier's score and enter the soldier's new score on the current DA Form 3355 and appropriate database. Each new entry will be annotated with the reevaluation date.
 - (6) The date the score is entered on the database, determines the reevaluation month.
- d. Rules for a total reevaluation are as follows:
 - (1) A total reevaluation includes the entire process: the commander's recommendation, promotion board appearance, and administrative points. A new DA Form 3355 will be filled out to calculate promotion points conducted pursuant to a request for a total reevaluation.
 - (2) The results of a total reevaluation take the place of the previous reevaluation regardless of outcome including soldiers not recommended by the board during the total reevaluation, or who fail to achieve enough points to attain promotion list status. Soldiers who fail to achieve enough points or are not recommended by the board, will be removed from the current list immediately.
 - (3) The soldier's application for a total reevaluation must contain the following statement: "I understand that I may

lose points and that the results of this reevaluation will take precedence over my current promotion list standing. Additionally, I understand that if the board does not recommend me for promotion or if I do not obtain the minimum required promotion points to maintain promotion list status, I will be immediately removed from the recommended list.” This statement will be attached as a separate continuation document to the DA Form 3355; document must be signed by the soldier and becomes a permanent part of the promotion packet.

(4) The reevaluation date for a total reevaluation will be the date the promotion authority approves the promotion board proceedings.

e. Promotion scores achieved through the reevaluation process are effective for promotion on the first day of the second month following the date the new score is entered into the TAPDB.

f. Gaining commanders of transit soldiers may elect to award duty performance points or use the previous commander’s evaluation.

g. The promotion work center will provide the soldier with a copy of the completed action (DA Form 3355) and computer generated report reflecting the new score and date.

3–20. Steps for processing promotion point reevaluations

The steps for processing promotion point reevaluation are contained in table 3–9.

Table 3–9
Processing promotion point reevaluation and total reevaluation

STEP	WORKCENTER	REQUIRED ACTION
1	SOLDIER/UNIT	Provide BNS1 with necessary documentation to be considered during the reevaluation/total reevaluation process.
2	BNS1	Prepare memorandum, attach documents and forward to unit.
3	UNIT	Within 2 duty days of receipt the unit commander will provide information for DA Form 3355 or the memorandum, sign and return to BNS1.
4	BNS1	For an administrative reevaluation continue with step 5 below. For a total reevaluation, prepare DA Form 3355 and follow steps (beginning with step 3) in table 3–6.
5		Within 1 working day copy each document, attach each source document to the memorandum, and forward to the promotion work center by UTL for further processing. Each source document must be listed, as a separate entry, on the memorandum.
6	PROM	a. Conduct a complete review of the promotion packet. Correct any known administrative point errors and add/subtract/keep duty performance points as applicable. b. New administrative points. If soldier achieves appropriate promotion point increase of 20 or more, or less using the 1/3 rule (see para3–25), approve the request. Update the soldier’s current DA Form 3355 and immediately submit the new promotion points to the TAPDB. c. The promotions workcenter representative (SSG/GS6 or above) will authenticate the DA Form 3355 verifying that the administrative points were correctly extracted from the soldier’s source documents and records. d. Place a copy of the screen print reflecting the new score in the soldier’s promotion packet. e. If the soldier achieves a point increase of less than 20 points and does not qualify to use the 1/3 rule, disapprove the request in writing.
7	PROM	Forward soldier’s copy of the results to the BNS1.
8	BNS1	Post changes to the promotion authority’s standing list and forward soldier’s copy to the unit.
9	UNIT	If required, post changes to the unit standing list and forward copies to the soldier(s). Commanders must ensure that the posted list is never more than 1 month old. Soldier must initial list verifying data.
10	SOLDIER	Monitor and verify the recommended list and immediately notify commander of any discrepancies using established local procedures; initial report.

Section VIII

Task: Process Promotion Point Adjustments

3–21. Rules for processing promotion point adjustments

a. There are two types of promotion point adjustments authorized.

(1) Correction of a mathematical error.

(2) Adding or subtracting administrative points.

b. A mathematical error on the DA Form 3355 will be corrected as soon as the error is detected.

c. When adding administrative points effective prior to the date of the last board appearance or administrative/total reevaluation and the source documents were submitted as part of the promotion action but were erroneously omitted from the DA Form 3355 or were unavailable due to deployment.

(1) The adjustments may result in a retroactive promotion.

(2) The adjustment action is limited to the specific points in question (for example, the additional points for completion of civilian education to be supported by a transcript, discovery of an old award, correction to APFT, weapons qualification and so forth). No other points may be added or subtracted.

(3) Adjustments to add points not previously documented will be made during the month the request is received at the promotion work center, provided it is received in sufficient processing time. The DA Form 3355 currently in effect is the only promotion point worksheet authorized for adjustment.

(4) Adjustments must be supported by official documentation. Additions will become effective on the first day of the second month following the month the data is input into the TAPDB. Subtractions are effective immediately.

(5) Request for promotion point adjustment will be submitted using a memorandum. The request will list all supporting documents and, if approved, becomes a permanent part of the promotion packet.

d. The PD commander/MPD chief is the approval authority for adjustments. The request for adjustment, to include the approval document, will be filed as a permanent part of the promotion packet. The original or reconstructed DA Form 3355 will be annotated in red to show the adjusted promotion points and adjustment date.

e. Upon completion, the promotion work center will notify soldiers in writing of any adjustment to a soldier's promotion points. The notification will be routed through the soldier's chain of command and will include, as a minimum, the reason for the change, the new points, and the effective date of the new points, a copy of the completed action, and computer generated report reflecting the new information.

3-22. Steps for processing promotion point adjustments

The steps for processing promotion point adjustment are contained in table 3-10

Table 3-10
Processing point adjustments

STEP	WORKCENTER	REQUIRED ACTION
1	BNS1	Prepare request for promotion point adjustment.
2	PROM	Approve promotion point adjustment if authorized.
3		Submit promotion point transaction.
4		Forward copy of approval or disapproval to battalion.
5	BNS1	Provide soldier with copies of the decision.

Section IX

Task: Adding and Withdrawing Promotion Points

3-23. Process for adding promotion points

The only processes allowed for adding or subtracting points are administrative reevaluations, total reevaluations, or promotion point adjustments.

3-24. Adding less than 20 points for reevaluation on a DA Form 3355

a. Soldiers requesting to add additional promotion points must use DA Form 4187.

b. The PD commander/MPD chief is authorized to locally approve requests to add less than 20 points only for those soldiers whose current score is 781 or higher.

c. The PD commander/MPD chief will approve and sign the request when the soldier has increased his/her current score by at least 1/3 (rounding down to the nearest whole number) of the remaining point total needed to achieve 800 points. The authority to sign these requests will not be delegated.

d. The approved request will become a part of the soldier's promotion packet and the new score will become effective on the first day of the second month following the date the new score is entered into the system.

3-25. Removal and/or suspension of promotion points

Rescinded.

Section X

Task: Process Soldiers Reclassified While on a Recommended List

3-26. Rules for processing soldiers who are reclassified while on a recommended list

a. Soldiers who are reclassified, for other than loss of qualifications as a result of inefficiency or misconduct, will compete against the promotion point cutoff score and may be promoted in the newly awarded MOS effective the first day of the second month following reclassification.

b. Soldiers mandatorily reclassified into a PMOS in which they are not fully qualified in accordance with DA PAM 611-21 (normally due to lack of requirement such as training) will compete for promotion in the new PMOS on the first day of the second month following reclassification. An example would be a soldier with an additional skill identifier (ASI) of 4A. When a soldier meets or exceeds an announced cutoff score prior to completing the required training, the soldier will be promoted conditionally contingent on successful completion of the PMOS training. Soldier who are promoted conditionally and subsequently fail to complete the required training for cause or academic reason will be administratively reduced. The following statement will be added to the special instructions of the promotion instrument: "Soldier has not met the PMOS training requirement and is promoted conditionally. If the soldier does not attend or successfully complete the required PMOS training as scheduled, the soldier will be administratively reduced and will have to be re-boarded to become promotable".

c. Once a soldier is reclassified, he or she can no longer compete in the old PMOS.

d. Soldiers with an approved voluntary reclassification will compete in their current PMOS through the month of reclassification.

3-27. Steps for processing soldiers who are reclassified while on a recommended list

The steps for processing soldiers who are reclassified while on a recommended list are contained in table 3-11.

Table 3-11
Processing soldiers who are reclassified while on a recommended list

STEP	WORKCENTER	REQUIRED ACTION
1	promotion work center	Receives reclassification documentation.
2	ENRC	Change soldier's PMOS through SIDPERS to update the TAPDB.
3	PROM	Make necessary annotations on the recommended list.
4		When required screen HRC-Alexandria promotion point cutoff scores for new MOS to determine if soldier is eligible for promotion.
5		If soldier's name should be added to the by-name list, contact CDR, HRC-Alexandria (AHRC-MSP-E).
6		Provide the BNS1 with a copy of completed action and promotion point input screen print if the soldier's total promotion points require adjustment.
7	BNS1	Post changes to promotion authority's recommended list and forward soldier's copy to unit commander.
8	UNIT	Post changes to unit standing list and provide soldier with personal copy.
9	SOLDIER	Monitor and verify the recommended list on the bulletin board and immediately notify the commander of any discrepancies.

Section XI

Task: Process Removal from Recommended List

3-28. Rules for removing a soldier from a recommended list

a. Soldier must be informed of removal action in writing.

b. Soldier will be immediately removed from the recommended list under the following conditions:

(1) Failure to qualify, for cause, for the security clearance required for the MOS in which recommended or competing.

(2) Failure to reenlist or extend to meet a service remaining requirement.

(3) Enrolled in the Army Weight Control Program in accordance with AR 600-9.

(4) Adverse action exists as follows:

(a) Convicted by court-martial while on the recommended list.

- (b) Receives punishment imposed under the provisions of Article 15, UCMJ (not including summarized Article 15) while on the recommended list.
- (c) Undergoing proceedings that may result in discharge. Soldiers processing medical evaluation will remain on the recommended list unless separated.
- (d) Receives a memorandum or letter of reprimand, admonition, or censure filed in the soldier's OMPF in accordance with AR 600-37, chapter 3.
- (5) Soldier signs Declination of Continued Service Statement.
- (6) Soldier is prohibited from re-enlisting when a local or DA imposed bar is approved after attaining recommended list status.
- (7) Loss of MOS qualification due to reclassification as a result of inefficiency or misconduct.
- (8) Release from active duty or enlisted status.
- (9) Dropped from the rolls as a deserter.
- (10) Failure to maintain the minimum promotion points required or fails to validate list status in accordance with this regulation.
- (11) Denied a waiver to reenlist.
- (12) When the promotion authority determines that the soldier's promotion packet contains fraudulent documents.
- (13) Soldiers who fail to successfully complete, fail to remain eligible to be scheduled for or attend, or who are denied enrollment (through fault of the Soldier) in or do not attend their scheduled NCOES (through fault of the Soldier).
- (14) Soldier fails to complete training required for MOS for cause or academic reasons.
- (15) Failure of record APFT.
- (16) A medical board has determined the soldier is no longer fit for duty.
- (17) Soldiers who are on the promotion list and promoted to SGT because of entering WOCC or OCS will be removed from that list and will not be eligible for reinstatement. Soldier must be re-boarded to gain promotable status.
- (18) When the promotion authority has approved removal board recommendation that the soldier be removed from a recommended list.
- (19) Erroneous selection (that is, did not meet one or more of the eligibility criteria).
- (20) Reduction in grade.
- (21) Soldier refuses to attend the required NCOES course. Soldiers removed under this provision will not be eligible to be re-boarded for 12 months from the effective date of removal.
- (22) Soldiers who have met a cutoff score, have not been conditionally promoted, and have not attended PLDC within 12 months of meeting a cutoff score will be administratively removed from the promotion selection by-name and recommended list. Soldiers removed under this provision will have to re-compete to regain promotable status.
- c. Promotion packets of soldiers who are removed from a recommended list will be retained in the local promotion work center files for 2 years and in the RHA 3 years.
- d. Soldier will be informed through normal channels of removal action in writing not later than 5 duty days after removal.
- e. Once the soldier is removed the action is final.

3-29. Steps for removing a soldier from a recommended list

The steps for removing a soldier from a recommended list are contained in table 3-12.

Table 3-12
Removing a soldier from a recommended list

STEP	WORKCENTER	REQUIRED ACTION
1	UNIT	Commander, when applicable, request removal of soldier from the recommended list.
2	BNS1	Receives request, verifies conditions for removal have been met, and determine need to conduct removal board.
3	PROM	Receive approved removal documentation from promotion authority as applicable.
4		Submit applicable transaction(s) to remove soldier from the recommended list and, if applicable, the by-name list.
5		Provide a copy of approved removal documentation to BNS1.
6	BNS1	File copy with recommended list.
7		Notify soldier in writing of action no later than 5 duty days.

Table 3–12
Removing a soldier from a recommended list—Continued

STEP	WORKCENTER	REQUIRED ACTION
8		Review the next recommended list to ensure it does not reflect the soldier's name.

Section XII

Task: Conduct a Removal Board for Soldiers on Recommended List

3–30. Rules for conducting a removal board for soldiers on a recommended list

a. Commanders will give soldier written notification of the removal board at least 15 duty days prior to the date of the board.

b. The board will be composed of unbiased members. See criteria in paragraph 3–15*a, b, d, e, h, and i.*

c. The recorder will arrange for any reasonably available witness the soldier wishes to call on his or her behalf.

d. Copies of all written affidavits and depositions of witnesses who are unable to appear before the board will be furnished to the soldier and board members.

e. Rights of the soldier are as follows:

(1) Decline, in writing, to appear before the board during any or all-open proceedings.

(2) For cause, challenge any member of the board.

(3) Request any reasonably available witness whose testimony he or she believes to be pertinent to the case. The soldier will state in his or her request the type of information the witness will provide.

(4) Present written affidavits and depositions of witnesses who are unable to appear.

(5) Elect to remain silent, to make an unsworn or sworn statement, or be verbally examined by the board.

(6) Question any witness appearing before the board.

f. Failure of the soldier to exercise his or her rights will not negate the board's proceeding, findings, or recommendations.

g. The president of the board will ensure that enough testimony is presented to enable the board members to—

(1) Fully and impartially evaluate each case and arrive at a recommendation.

(2) Prepare a report, in writing, of the board proceedings and submit it to the promotion authority.

h. The promotion authority will approve or disapprove the board recommendation and provide a copy to the soldier. The promotion authority may direct a new board if—

(1) An error in the conduct of the board has a material adverse effect on an individual's substantial rights (if the error cannot be corrected without prejudice to the soldier).

(2) The board failed to consider all available evidence in the case.

i. If the promotion authority disapproves the board recommendations he/she will state in writing, the reason for disapproval.

j. The promotion authority may lessen but not increase the severity of the board's decision.

k. AR 15–6 does not apply to removal boards.

3–31. Steps for conducting a removal board for soldiers on a recommended list

The steps for conducting a removal board for soldiers on a recommended list are contained in table 3–13.

Table 3–13
Conducting a removal board for soldiers on a recommended list

STEP	WORKCENTER	REQUIRED ACTION
1	UNIT/BNS1	Commander requests removal of soldier from recommended list.
2	BNS1	Receives requests and verifies conditions for removal board have been met.
3	UNIT	Commander notifies soldier in writing at least 15 duty days prior to the date of the board.
4	BNS1	Conduct removal board if required. Promotion authority approves board findings.
5		Forward a copy of removal board proceedings to promotion work center by endorsement. File original in local files for 2 years and RHA for 3 years.
6	PROM	Review action for compliance.
7		Submit applicable transaction(s) to remove soldier from recommended list.
8		Files approved board proceedings in functional files for 2 years and RHA for 3 years.

Table 3-13
Conducting a removal board for soldiers on a recommended list—Continued

STEP	WORKCENTER	REQUIRED ACTION
9		Inform soldier within 5 duty days, in writing, of results.

Section XIII

Task: Reinstate Soldiers to Recommended List

3-32. Rules for reinstating soldiers to a recommended list

- a. A soldier promoted in error to the grade of SGT or SSG from a recommended list will, if otherwise qualified, be reinstated to the list at the same time the order is revoked and treated as if never promoted.
- b. A soldier removed from a list and later completely exonerated from the reason that caused the removal will be reinstated. To be completely exonerated, the action that caused the initial removal must have been erroneous or should not have been imposed so that the soldier is free of any wrong doings or accusation.
- c. If however, the soldier was eligible for promotion prior to reinstatement, the DOR and effective date will be the date of original eligibility.

3-33. Steps for reinstating soldiers to a recommended list

The steps for reinstating soldiers to a recommended list are contained in table 3-14.

Table 3-14
Reinstating soldiers to a recommended list

STEP	WORKCENTER	REQUIRED ACTION
1	UNIT	Send request to BNS1.
2	BNS1	Promotion authority approves or disapproves reinstatement to the recommended list.
3	BNS1	Send approval or disapproval to promotion work center.
4	PROM	Submit applicable transactions.
5		Print recommended list.
6		Verify recommended list.
7		Attach documentation to promotion packet.
8		Maintain disapproval in local files for 2 years and 3 years in RHA.

Section XIV

Task: Process Monthly HQDA Promotion Point Cutoff Scores/Promotion Selection by-Name List

3-34. Rules for processing monthly HQDA promotion point cutoff scores and promotion selection by-name list

- a. This task contains eligibility for promotion of soldiers to the grade of SGT and SSG made against monthly promotion cutoff scores and the promotion selection by-name list.
- b. Soldiers will be eligible for promotion on the first day of the second month following the selection month (for example, a soldier selected by a promotion board in January 1999 will become eligible for promotion on 1 March 1999).
- c. If a soldier is promoted late, use procedures in paragraph 1-13.
- d. All pay, allowances, and entitlements start on the effective date of the promotion.
- e. This task and the HQDA monthly letter that announces the promotion point cutoff scores and any other authority that authorized the promotion will be included in the promotion order.
- f. DOR, unless otherwise specified in this regulation, will be the same as the effective date of promotion. If the promotion was delayed due to an administrative error, the DOR will be the effective date that the promotion should have occurred. The promotion work center will contact CDR, HRC-Alexandria (AHRC-MSP-E) for promotions delayed more than 90-days.
- g. Promotions are only authorized during the month for which the cutoff score is met. Exceptions are as follows:
 - (1) Delay of promotion due to suspension of favorable actions (paragraph 1-11).
 - (2) Promotions made upon arrival at a gaining organization.
 - (3) When soldier has not met the NCOES requirement.

(4) Pending required security clearance for promotion MOS.

h. Promotions other than in the month for which the cutoff score is met, unless otherwise authorized in this regulation, require approval of CG, HRC-Alexandria.

i. When a soldier's promotable status cannot be verified in accordance with paragraph 3–5, the promotion will be held in abeyance until a determination is made but not more than 90 days. Soldiers whose promotion cannot be validated within 90 days will be removed from the promotion selection by-name list and must appear before a promotion board to again gain recommended list status.

3–35. Steps for processing monthly HQDA promotion point cutoff scores and by-name list

The steps for processing monthly HQDA promotion point cutoff scores and by-name list are contained in table 3–15.

Table 3–15
Processing monthly HQDA promotion point cutoff scores and by-name list

STEP	WORKCENTER	REQUIRED ACTION
1	PROM	Receive cutoff scores from HRC-Alexandria.
2		Identify eligible soldiers (see by-name list).
3		Verify eligibility. This consists of a complete review of the current DA Form 3355 to ensure promotion points are correct.
4		Publish promotion orders for qualified soldiers.
5		Submit promotion GRCH transactions.
6		Forward copy of promotion orders to OMPF and forward copy to soldier's BNS1. Upon promotion to SGT attach all promotions documents for SPC and below and give them to the soldier. Forward copy of promotion orders for filing on PERMS.
7	BNS1	Receives promotion orders from promotion work center.
8		Verify promotable status. Notify promotion work center if nonpromotable.
9		Prepare promotion certificates.
10		Forward promotion documents to unit.
11		Update BNS1 files.
12	PROM	Print promotion recommended and by-name lists to ensure GRCH transactions have processed.

Section XV

Task: Process Service Remaining Requirements

3–36. Rules for processing service remaining requirements

a. The service remaining requirement is 12 months for promotion to SSG.

b. Service remaining requirement will be computed from the effective date of promotion or from the day following the closing date of a DA Form 268 that is closed unfavorably.

c. If otherwise eligible, soldiers in the categories listed in (1) through (5) below may be promoted without regard to service remaining requirement.

(1) Soldiers whose active service would exceed the retention control point (RCP). In those cases, soldiers will be required to extend the number of months needed to reach the reenlistment ineligibility point.

(2) Those whom HQDA promotes when the status is missing in action, captured, or detained.

(3) Very seriously ill soldiers.

(4) Those whose extended ETS would be after age 55 is attained if required to meet the required service requirement. In those cases, soldier will be required to extend through the end of the month in which 55th birthday occurs.

(5) Those who would lose eligibility to reenlist in their selective reenlistment bonus (SRB) MOS, or who lose entitlement to all or a portion of SRB if required to extend their current term of service or reenlist at their current grade to meet the service requirement. However, those soldiers must commit to reenlist on their ETS in writing, by the last day of the promotion month (figure 3–7).

d. When monthly promotion point cutoff scores announcement and SGT/SSG promotion selection by-name lists are

received from HRC-Alexandria, promotions workcenter will identify and verify those who are eligible for promotion and who do not meet the service remaining requirement. The promotion work center will establish the suspense date.

e. The promotion authority will notify the soldier, in writing of the following:

- (1) Advise that promotion may only be during the month for which the cutoff score is met.
- (2) Instruct the soldier to seek detailed information promptly on available benefits and options from the local career counselor.

(3) Notify soldier of the established suspense date by which he/she must incur obligated active service for promotion.

f. The promotions workcenter will publish promotion orders promptly, but not earlier than the effective month, when evidence is received (reenlistment or extension document) that the service remaining requirement has been met. The effective date and DOR will be the date of reenlistment or extension, provided otherwise qualified.

g. A soldier's separation from the service before fulfilling the service remaining requirement does not invalidate the promotion if the service requirements were met at the time of promotion.

3-37. Steps for processing service remaining requirements

The steps for processing service remaining requirements are contained in table 3-16.

Table 3-16
Processing service remaining requirements

STEP	WORKCENTER	REQUIRED ACTION
1	PROM	Receives cutoff scores and by-name list from HRC-Alexandria.
2		Identify eligible soldiers.
3		Verify remaining service requirement.
4		Notify promotion authority of service remaining requirement and set suspense date for soldier to comply.
5	BNS1	Notify soldier of service remaining requirement for promotion.
6	PROM	a. Receive extension/reenlistment documentation. b. If soldier fails to extend or reenlist to meet SRR by the last day of the month, the promotion work center will remove the soldier's name from the recommended and by-name lists.
7		Go to Table 3-15, step 4, and continue with process.

Section XVI

Task: Prepare Promotion Packet for Transfer at Permanent Change of Station (PCS) (Out-Processing)

3-38. Rules for preparing promotion packets for transfer at PCS (out-processing)

- a.* The promotion packet is designated as a transfer document which moves with the soldier upon PCS.
- b.* If the soldier's verified current promotion points are not reflected on the recommended list during the month of PCS, the promotion work center will immediately post to the TAPDB. A copy of the promotion point update screen will be placed in the soldier's promotion packet. If the promotion work center cannot post the promotion points to the TAPDB, a statement will be issued by the promotions workcenter to verify the soldier holds valid list status and will include the total promotion points and points date.
- c.* The promotion packet as described in this chapter will, after being physically inventoried and verified with the soldier as complete, be sealed in an envelope by the promotions workcenter clerk. The promotions workcenter/IOPR clerk will ensure that there is a block for the promotion packet on DA Form 137-2 (Installation Clearance Record) and initial that block. The envelope will be given to the soldier.
- d.* The soldier will initial the appropriate block of DA Form 5123 (In— and Out-Processing Records Checklist) verifying receipt of a complete promotion packet. A copy of DA Form 5123 will be retained by the in/out processing workcenter for 1 year to ensure an audit trail.

3-39. Steps for preparing promotion packets for transfer at PCS (out-processing)

The steps for preparing promotion packets for transfer at PCS (out-processing) are contained in table 3-17.

Table 3–17
Preparing promotion packets for transfer at PCS (out-processing)

STEP	WORKCENTER	REQUIRED ACTION
1	PROM	Ensure promotion packet is reviewed with the soldier.
2		File a copy of the current recommended list/screen print or statement verifying recommended list status in the promotion packet.
3		File promotion packet in an envelope.
4	ENRC	Forward MPRJ or packet to out-processing station.

Section XVII

Task: Process Promotions Upon Arrival at Gaining Organization (In-Processing)

3–40. Rules for processing promotions upon arrival at gaining organization

- a. During in-processing, the officer in charge of promotions will determine whether the soldier qualifies for promotion or should be added to the recommended list.
- b. If otherwise qualified, soldiers on the recommended list who meet a promotion point cutoff score while in transit will be promoted during in-processing.
- c. Recommended List status must be verified. Verification requires a promotion packet by-name list and cutoff scores.
- d. When the month of promotion is later than that in which the soldier first qualified and delay is solely due to being intransit, the DOR and effective date of promotion will be the date the promotion would have occurred had the soldier not been in intransit status.
- e. The promotions workcenter will have special instructions on the promotion instrument indicating the promotion was delayed solely due to the soldier being in an intransit status.

3–41. Steps for processing promotions upon arrival at gaining organization (In-processing)

The steps for processing promotions upon arrival at a gaining organization upon in-processing are contained in table 3–18.

Table 3–18
Processing promotions upon arrival at a gaining organization (in-processing)

STEP	WORKCENTER	REQUIRED ACTION
1	IOPR	Verify soldier is on a valid recommended promotion list and eligible for promotion or integration onto a list.
2		Integrate soldier to recommended list if he or she has not met a promotion point cutoff score.
3		Submit applicable transaction to integrate soldier on the recommended list or promote soldiers who met, or exceeded a cutoff score while intransit, whose names appear on the by-name list.
4	IOPR	Submit applicable transactions to update soldier's promotion points.

Section XVIII

Task: Process Promotion Packet at In-Processing

3–42. Rules for processing promotion packet at in-processing

- a. During in-processing, the promotion work center that supports the gaining promotion authority will place a soldier's name on the current recommended list based on the promotion packet. A recommended list or promotion point input screen-print published no later than the month of the soldier's departure from the losing command, reflecting the most current points will be included in the packet.
- b. If a promotion packet is not available, the soldier's name will not be placed on the recommended list of the gaining command.
 - (1) The gaining command must take prompt action to request missing documents from the soldier's former command.
 - (2) If the promotion packet cannot be obtained, but promotion board proceedings or the original initial DA Form 3355 signed by the promotion authority are available and the soldier's losing command can verify recommended list status, then the promotion work center can:
 - (a) reconstruct the soldier's promotion packet

(b) integrate the soldier onto the list.

c. Soldiers whose promotion packet was lost and cannot be reconstructed within 90 days of arrival in command, must appear before a promotion board to gain valid recommended list status. The promotion work center will notify the promotion authority, in writing, of the suspense date after the soldier's arrival in the command.

3-43. Steps for processing promotion packet at In-processing

The steps for processing promotion packet at in-processing are contained in table 3-19.

Table 3-19

Processing promotion packet at in-processing

STEP	WORKCENTER	REQUIRED ACTION
1	IOPR	Verify recommended list status
2		Submit promotion GRCH or promotion points transaction, if applicable.
3		File promotion packet in MPRJ.

Section XIX

Duty Performance and Board Points

3-44. Duty performance

Duty performance points are awarded by the soldier's immediate commander on DA Form 3355.

3-45. Board points

Board points are awarded on DA Forms 3356 by each voting member. These points are consolidated on DA Form 3357 by the board recorder. The average of the total points on DA Form 3357 is entered on DA Form 3355. Points with fractions will be rounded down.

Section XX

Administrative Points

3-46. Military training

a. Weapons qualification will comprise the most recent qualification score (but not older than 24 months) with individual assigned weapon.

(1) The most recent qualification will be used. However, if the soldier fails to qualify through his or her own fault, the promotion work center will withdraw points reflected in Section A, Item 1b. When the soldier qualifies he or she may add the promotion points through reevaluation process. Qualification score will be provided by the commander. If individual weapon qualification cannot be provided by the commander and verifying information is not available, zero promotion points will be awarded.

(2) A soldier's individually assigned weapon should normally be the M16A2 rifle; however, it may be another individually assigned weapon when duty requires (for example, 45 or 38 caliber pistol for military police). The commander's decision applies.

(3) Weapons qualification charts are contained in table 3-20. Soldiers assigned to an organization without weapons can use their latest qualification. However, once assigned to an organization with weapons, the soldier will have 12 months to qualify or lose the points. The promotion work center will annotate the promotion packet of soldiers in this category. (HRC-Alexandria will advise promotion work center of other weapons authorized for qualification with charts not referenced below.)

Table 3–20
Weapons qualification

Weapon Qualification Score / Promotion Points:					
DA Form 3595–R (M16)	DA Form 5790 (M16)	DA Form 88 (PISTOL)	DA Form 5704/ 5705–R (Alternate Pistol) Score/Points	DA Form 7304–R (M249 AR) Score/Points	CID Form 85 (Practical Pistol) Score/Points
40 = 50	40 = 50	30 = 50	200 = 50	106 = 50	300 = 50
39 = 49	39 = 49	29 = 49	195 = 49	105 = 49	294 = 49
38 = 48	38 = 48	28 = 48	189 = 48	104 = 48	290 = 48
37 = 47	37 = 44	27 = 44	183 = 47	102 = 47	286 = 47
36 = 46	36 = 40	26 = 40	177 = 46	100 = 46	284 = 46
35 = 43	35 = 37	25 = 37	171 = 45	96 = 45	280 = 45
34 = 40	34 = 34	24 = 34	165 = 43	94 = 43	278 = 44
33 = 37	33 = 30	23 = 30	159 = 40	90 = 41	276 = 43
32 = 34	32 = 26	22 = 26	153 = 38	89 = 39	274 = 41
31 = 31	31 = 24	21 = 24	147 = 36	87 = 36	270 = 40
30 = 28	30 = 22	20 = 22	141 = 34	85 = 33	266 = 39
29 = 26	29 = 20	19 = 20	135 = 32	83 = 31	262 = 37
28 = 24	28 = 18	18 = 18	129 = 30	81 = 29	258 = 35
27 = 22	27 = 16	17 = 16	123 = 29	80 = 25	256 = 34
26 = 20	26 = 14	16 = 14	117 = 26	79 = 24	254 = 33
25 = 18			111 = 24	77 = 23	252 = 32
24 = 16			105 = 22	75 = 20	248 = 31
23 = 14			99 = 20	73 = 17	244 = 30
			93 = 18	70 = 14	241 = 29
			87 = 16		237 = 28
			80 = 14		233 = 26
					229 = 24
					225 = 22
					221 = 20
					217 = 18
					213 = 16
					211 = 14

b. Physical fitness test (sit-ups, push-ups, and 2-mile run) must be done according to applicable regulations and field manuals. To qualify for promotion points, a soldier must attain a minimum score of 60 points on each event. Each waived event (due to profile) will be granted 60 points.

(1) Permanent profiles.

(a) Those soldiers with permanent physical profiles for the sit-up and/or push-ups events will be granted 60 points for each event waived and use the actual score for each event taken and must qualify on the 2-mile run or approved alternate test according to FM 21–20.

(b) Effective 1 Apr 95, soldiers taking an alternate event for the 2-mile run receiving a GO, receive a score for that event equal to the average of the scores for the other two events.

(2) Temporary profiles.

(a) Soldiers with a temporary profile which prohibits taking one or more events of the APFT will use their current APFT score provided it is not more than 1 year old at the time of the promotion point computation and the soldier was not afforded the opportunity to take an APFT or an authorized alternate test.

(b) If the soldier was afforded the opportunity and failed, or through his or her own negligence (as determine by the unit commander) failed to take the test, the soldier will lose the APFT points.

(3) APFT chart is contained in table 3–21.

Table 3–21
APFT

APFT Score / Promotion Points			
300 = 50	289 – 288 = 39	263 – 261 = 27	223 – 220 = 15
299 = 49	287 – 286 = 38	260 – 258 = 26	219 – 216 = 14
298 = 48	285 – 284 = 37	257 – 255 = 25	215 – 212 = 13
297 = 47	283 – 282 = 36	254 – 252 = 24	211 – 208 = 12
296 = 46	281 – 280 = 35	251 – 249 = 23	207 – 204 = 11
295 = 45	279 – 278 = 34	248 – 246 = 22	203 – 200 = 10
294 = 44	277 – 276 = 33	245 – 243 = 21	199 – 196 = 9
293 = 43	275 – 274 = 32	242 – 240 = 20	195 – 192 = 8
292 = 42	273 – 272 = 31	239 – 236 = 19	191 – 188 = 7
291 = 41	271 – 270 = 30	235 – 232 = 18	187 – 184 = 6
290 = 40	269 – 267 = 29	231 – 228 = 17	183 – 180 = 5
	266 – 264 = 28	227 – 224 = 16	179 – 0 = 0

3–47. Awards, Decorations, and Achievements (Permanent Awards)

Multiply the number of points authorized by the number of awards received.

a. Awards.

- (1) Soldier's Medal or higher award – 35
- (2) Bronze Star Medal (BSM) – 30
- (3) Purple Heart – 30
- (4) Defense Meritorious Service Medal – 25
- (5) Meritorious Service Medal (MSM) – 25
- (6) Air Medal – 20
- (7) Joint Service Commendation Medal – 20
- (8) Army Commendation Medal – 20
- (9) Joint Service Achievement Medal – 15
- (10) Army Achievement Medal (AAM) – 15
- (11) Good Conduct Medal – 10
- (12) Army Reserve Component Achievement Medal – 10
- (13) Southwest Asia Medal – 3 (Points are based on a 30-day period and only points for Operations Desert Shield/Storm and Provide Comfort (1990–1994) are authorized. Soldier must have served at least 90-consecutive days. The ERB is the source document.) – maximum points – 12

b. Badge.

- (1) Combat Infantry Badge – 15
- (2) Combat Field Medical Badge – 15
- (3) Expert Infantry Badge – 10
- (4) Expert Field Medical Badge – 10
- (5) Basic US Army Recruiter Badge – 10 (each subsequent award, that is, Gold Achievement Star, Gold Recruiter Badge, Sapphire Achievement Star, will receive 5 points) – maximum points – 25
- (6) Ranger Tab – 10
- (7) Special Forces Tab – 10
- (8) Drill Sergeant Identification Badge – 10 (additional 5 points for company or higher level drill sergeant of the cycle) maximum points – 25
- (9) Parachutist Badge – 5

(a) Awards of higher skill badge count as subsequent awards and will receive points. For example a soldier awarded the Senior Parachutist Badge and the Parachutist Badge will be credited with two parachutist badges (10 points).

(b) Soldiers who have been awarded the parachutist badge, are currently serving in an approved TOE/table of distribution and allowances or paid parachutist position and are entitled to receive incentive pay for parachute duty will be awarded extra points, as follows: Parachutist, 20 points; Senior, 25 points; Master, 30 points.

(c) Soldiers who receive additional points under these provisions and whose status is terminated either voluntarily or for cause will be subject to an immediate adjustment of their promotion points.

(d) For soldiers who are reassigned, the following action will be taken:

1. Losing commander will ensure the promotion points are reduced prior to departure (this can be accomplished during out processing).

2. The officer in charge of in-processing will ensure that if the soldier is assigned to an airborne position, the promotion points are increased. This will be accomplished during in-processing.

(10) Parachute Rigger Badge – 5

(11) Divers Badge – 5

(12) Explosive Ordnance Disposal Badge – 5

(13) Pathfinder Badge – 5

(14) Aircraft Crewman Badge – 5

(15) Nuclear Reactor Operator Badge – 5

(16) Driver or Mechanic Badge (maximum 5 points) – 5

(17) Air Assault Badge – 5

(18) Campaign Service Star – 5

(19) Tomb Guard Identification Badge – 5

c. *Achievements* (the board proceedings, award certificate, or DA Form 1059, Service School Academic Evaluation Report may be used as source documents):

(1) Soldier/NCO of the Quarter – BDE Level – 10

(2) Soldier/NCO of the Quarter – Installation/Division – 15

(3) Soldier/NCO of the Year – Major Army command– 25

(4) Distinguished Honor Graduate – 15

(5) Distinguished Leadership Award – 10

(6) Commandant's List – 5

d. *The Good Conduct Medal*. The Good Conduct Medal ending date (period of service) will be used to determine eligibility for promotion points (orders issued late do not result in a retroactive promotion point adjustment). The date of the order or ending period, whichever is later, will be used to determine eligibility for promotion points on all remaining awards (for example, Army Achievement Medal, Army Commendation Medal, and Meritorious Service Medal).

e. *Promotion points*. Promotion points are not authorized for foreign awards, decoration(s) or badges.

f. *Awards and decorations earned in other U.S. Uniformed Services*. Awards and decorations earned in other U.S. Uniformed Services receive the same points as corresponding/equivalent Army awards.

g. *DA Form 2442 (Certificate of Achievement)*. This is awarded by commanders/deputy commanders serving in positions authorized the grade of LTC or higher or any general officer. CSMs at the brigade level may award certificates of achievement. – 5. (maximum 20 points).

3–48. Military education

a. Promotion points will be awarded based on the following criteria:

(1) *NCOES courses*. Award 16 points for completion of Active Army PLDC. Points are authorized for PLDC equivalency based on the courses approved by HRC-A NCOES Branch. Equivalency must be granted prior to awarding promotion points. Award 40 points for completion of Active Army BNCOC regardless of a soldier's MOS. For soldiers with multiple BNCOCs, award 40 points for the most recently completed BNCOC course and 4 points per week for any additional BNCOC courses completed. All phases of BNCOC must be completed prior to awarding promotion points.

(2) *Ranger and Special Forces qualification courses*. Award 4 points per week for the Ranger and Special Forces Qualification Courses. All phases of the courses must be completed prior to awarding promotion points.

(3) *All other military resident training courses*. Award 4 points per week or 4 points for each 40 hours of training. However when a soldier has two or more DA Forms 87 that are fewer than 40 hours the forms may be combined. If the total is 40 or more, promotion points will be granted. Promotion points are authorized for all courses coordinated, consolidated and conducted at battalion level or higher. This includes resident National Cryptological School (NCS) Courses, and Army Community Service courses approved for promotion points. Refer to DA PAM 351–4 for active component schools duration and www.perscomonline.army.mil/select/NCSCourseList.xls for resident and nonresident NCS courses.

(4) *Military correspondence courses and computer-based training*. Award 1 promotion point for each 5 credit hours completed. This includes nonresident National Cryptological School Courses. To determine promotion points, total the credit hours completed then divide by 5. The result is the number of promotion points to be awarded; fractions will be dropped.

b. *Courses not valid for promotion points*. The following courses are not valid for the awarding of promotion points under military education:

(1) Completion of BCT, AIT and new equipment training.

- (2) ASI, SQI, or LIC course required to hold qualification in or be awarded an MOS.
- (3) ASI, SQI, or LIC received because of MOS restructuring instead of successful completion of the required course.
- (4) Attendance at USMAPS/United States Military Academy (USMA).
- (5) On-the-job training (OJT) and on-the-job experience (OJE), including Sergeant's Time Training.
- (6) OCS, WOCC and ANCOC.
- (7) Duplicate military correspondence and military education courses (for example, soldier attends Combat Lifesaver Course and completes the Army Correspondence Course Program (ACCP) Combat Lifesaver Course. The soldier receives points for the one completed first).
- (8) Military courses completed in the other Armed Forces that were required to hold qualification in or be awarded a MOS/rate.
- (9) Federal Emergency Management Agency courses (see DA PAM 350-59, para 4-54).

3-49. Civilian education

a. Civilian education valid for promotion points. Promotion points are authorized for civilian education conducted at a U.S. Department of Education recognized nationally or regionally accredited institution. These recognized educational institutions are listed in the American Council of Education (ACE) published *Accredited Institutions of Postsecondary Education* guide. Soldiers should contact the local education center for assistance.

(1) *College/university/business/trade schools.* Points will be awarded using only the Soldier's most current transcript that includes the institution's complete name and address. The transcript must be in the English language and show the courses taken by title and, if applicable, include course number, (student copies are acceptable). Transcripts showing block credit for military experience and training must be broken down into courses. Grade slips or reports may be used provided they contain the institution's complete mailing address and hours completed. Business/Trade school completion certificates may be used provided the total number of course hours are listed.

(2) *Foreign transcripts.* Soldiers with college credits from foreign colleges or universities (except those countries listed in AR 601-210, paragraph 2-8i) must have those credits evaluated by an accredited college/university or one of the agencies listed in the Accredited Institutions of Post-secondary Education guide published by the ACE or any organization who is a member of the National Association of Credential Evaluation Services (NACES).

(3) *Degree completion.* Award 10 promotion points to any Soldier who completes a degree on active duty. If recommended for promotion to SSG, the Soldier must have completed the degree while in the grade of SGT to receive these points.

(4) *College Level Entrance Program /Defense Activity for Nontraditional Education Support courses.* Award 1.5 promotion points per credit hour for College Level Entrance Program (CLEP) general and subject examinations, Defense Activity for Nontraditional Education Support (DANTES) Subject Standardized Tests (SST), and American College Test proficiency examinations. Foreign language CLEP examinations will be awarded promotion points based on the Soldier's total score. The score is then converted to semester hours of credit based on the conversion table listed in the "Explanation of Asterisks" section of the CLEP/DANTES report.

(5) *Technical certifications.* Award 10 promotion points for each Training and Doctrine Command (TRADOC) approved technical/industry/professional certification earned, not to exceed award for five certifications or 50 promotion points. Recertification will not result in duplicate award of promotion points. Certifications must meet the following requirements to be valid for the awarding of promotion points:

- (a) They must be current as required by the certifying authority.
- (b) The original certification documents must be provided prior to the awarding of promotion points.

b. Invalid civilian education. Promotion points are not authorized for the following civilian education courses/documents.

- (1) Transcripts/courses from non-accredited education institutions (see paragraph 3-49a).
- (2) American or Army Council on Education Registry Transcript System transcripts.
- (3) Continuing education units (CEU).
- (4) Foreign transcripts (except from those countries listed in AR 601-210, paragraph 2-8i).
- (5) Basic Skills Education Program, Advanced Skills Education Program, English as a Second Language and GT Improvement.

c. Calculating points. For the purpose of awarding promotion points, all college credits must be converted to semester hours. Award 1.5 promotion points for each semester hour of college credit. The promotion work center will total the number of semester hours of college credit earned or converted, then multiply by 1.5. When the total promotion points result in a fraction, drop the fraction.

d. Converting quarter and clock hours to semester hours. The following procedures will be used to convert quarter, clock, classroom and contact hours into semester hours for the awarding of promotion points:

- (1) Quarter hours: to convert quarter hours to semester hours, divide total quarter hours by 1.5, the result is the number of semester hours to be used to calculate promotion points.

(2) Clock hours: to convert classroom, clock or contact hours to semester hours, divide the total hours by 16, the result is the number of semester hours to be used to calculate promotion points.

Section XXI

Instructions for completing DA Forms 3355, 3356, and 3357

3–50. Instructions for completing DA Form 3355 (fig 3–1)

The OIC, promotions workcenter, may at anytime require the unit or soldier to obtain additional information when the validity of a document is in question. A new DA Form 3355 will be filled out to calculate promotion points conducted pursuant to a request for a total reevaluation. A promotion point adjustment will be made to the current DA Form 3355 under the provisions of paragraph 3–22. Note: The DD Form 214 is a valid promotion point source document.

a. General information.

- (1) Item 1. Type: Place a check mark in appropriate block.
- (2) Item 2. Date: Enter date (YYYYMMDD).
- (3) Item 3. Name: Enter last name, first name, middle initial (or NMI if none).
- (4) Item 4. Social security number: Enter complete social security number.
- (5) Item 5. Recommended grade: Enter promotion recommended grade.
- (6) Item 6. Current organization: Enter organization recommending soldier for promotion.
- (7) Item 7. PMOS: Enter promotion recommended MOS. Must be soldier's PMOS or career progression MOS.

b. Section A, Recommendation.

- (1) Item 1. Military Training.
 - (a) Item 1a. Army Physical Fitness Test. Enter the latest APFT date and score as required. Award the appropriate number of promotion points from the APFT scale in this regulation. (See table 3–21)
 - (b) Item 1b. Weapon qualification. Enter the latest weapon qualification date, score card used, and the total number of hits. Award the appropriate number of promotion points from the weapons qualification scale in this regulation. (See table 3–20)

(c) Item 1c. Total points for military training. Add items 1a and 1b and enter score.

(2) Item 2. Duty Performance Evaluation.

(a) Items 2a through 2e. Commander must enter from 1 to 30 (with 30 being highest) in each category.

(b) Item 2f. Total points for performance evaluation. Add items 2a through 2e and enter score.

(c) Items 2h through 2j. Self-explanatory. A complete date must be entered where required (YYYYMMDD).

c. Section B, Administrative Points. Hard copy original documents are required to verify the award of all promotion points unless otherwise indicated. All items in this section must be authenticated by a promotion work center official (SSG/GS6 or above) prior to initial board appearance or total reevaluation. All entries are deemed permanent once the original document(s) supporting the award of promotion points are presented and authenticated. These entries will not be removed from the promotion point worksheet unless proven invalid. The promotion work center will list all points even if the soldier has achieved the maximum in that area.

(1) Item 1. Awards, decorations, and achievements.

(a) List all awards, decorations, and achievements individually that the soldier has earned. All entries for awards and decorations must include award number and order number (example: AAM 2OLC, 97–023). DA Form 638 or the awards certificate may be used as a source document provided it contains the ending period, the orders number, and the orders date. All achievements must include date awarded (example: Certificate of Achievement, yyyyymmdd; soldier of the quarter, yyyyymmdd). Award points according to the scale in this regulation (paragraph 3–49).

(b) Enter total points awarded but no more than maximum points allowed (100).

(2) Item 2. Military education.

(a) List all resident and correspondence courses the soldier has completed.

(b) Award promotion points as authorized by this regulation.

(c) Enter the total points awarded but no more than maximum points allowed (200).

(3) Item 3. Civilian education.

(a) List all civilian institutions.

(b) Award points as authorized by this regulation.

(c) When calculating number of semester hours use only total hours (round down to nearest whole number). Example if the semester hours on a transcript total 24.5, the soldier is entitled to 24 hours.

(d) To determine the number of promotion points to be awarded multiply the total combined number of semester hours by 1.5, drop the fraction if any to obtain the number of points earned. (Example: 35 SH x 1.5 equals 52.5. Soldier will be awarded 52 points on DA Form 3355.)

(e) Enter the total points awarded but no more than maximum points allowed (100).

(4) Item 4. Certification. Items 4a, b, c, and d are self-explanatory.

d. Section C, Totals.

- (1) Item 1a. Total performance evaluation and military training points. Add points from Items 1h and 2f in Section A and enter total points awarded.
- (2) Item 1b. Total administrative points. Add allowable points from Items 1, 2, and 3 in Section B. Enter total.
- (3) Item 1c. Total board points. Enter total board points from DA Form 3357, Item 7.
- (4) Item 1d. Total promotion points. Add points from Items 1a, 1b, and 1c and enter score.
- (5) Item 2. Certification. Initials of responsible promotion work center official who must be a SSG/GS6 or above.

e. Section D, Certification.

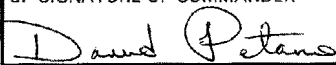
- (1) Item 1. Recommendation. Check appropriate blocks.
- (2) Item 2. Attained minimum points. Check appropriate blocks.
- (3) Items 3 through 11. Self-explanatory.

3-51. Instructions for completing DA Form 3356 (figure 3-2)

- a.* Item 1. Name: Enter last name, first name, middle initial (or NMI if none).
- b.* Item 2. Recommend Grade: Enter grade soldier is being recommended for.
- c.* Item 3. Recommended CPMOS: Enter MOS soldier is being recommended in.
- d.* Item 4. Board interview and evaluation. Each voting member will decide on the number of points for each of the six categories to award the soldier. Enter the number of points in the appropriate block and carry over to the right column. Add and enter total.
- e.* Item 5. Remarks: Each voting member will for the purpose of counseling, comment on specific item(s) in which the soldier appears noncompetitive and/or weak in this section.
- f.* Item 6. Check appropriate block.
- g.* Item 7. Self-explanatory.

3-52. Instructions for completing DA Form 3357 (figure 3-3)

- a.* Item 1. Name: Enter last name, first name, middle initial (or NMI if none).
- b.* Item 2. SSN: Enter social security number.
- c.* Item 3. Recommended grade. Enter grade soldier is being recommended for.
- d.* Item 4. Recommended CPMOS. Self-explanatory.
- e.* Item 5. Board member appraisal worksheet results.
 - (1) Board member name: Type or print name of voting member.
 - (2) Recommended for promotion: Check appropriate block.
 - (3) Points awarded: Transfer points from DA Form 3356 (Items 4a through 4g) to DA Form 3357 (Items 5a through 5g).
- f.* Items 6 through 12. Self-explanatory.

PROMOTION POINT WORKSHEET				1. TYPE <input checked="" type="checkbox"/> a. Initial <input type="checkbox"/> b. Total Reevaluation		2. DATE (YYYYMMDD) 20000407	
For use of this form, see AR 600-8-19; the proponent agency is DCSPER							
DATA REQUIRED BY THE PRIVACY ACT OF 1974							
AUTHORITY: Title 5 USC, Section 301. PRINCIPAL PURPOSE: To determine eligibility for promotion. ROUTINE USES: Reviewed to determine promotion eligibility and validity of points granted. DISCLOSURE: The furnishing of fraudulent information may result in denial of promotion.							
3. NAME PIERPOINT, PATRICK J.				4. SSN 000-00-0000		5. RECOMMENDED GRADE SSG	
6. ORGANIZATION HHC, 109TH MI BATTALION				7. PMOS 19D3			
SECTION A - RECOMMENDATION							
1. MILITARY TRAINING (Maximum 100 Points)							
a. LATEST APFT DATE (YYYYMMDD) 20000212		b. SCORES				c. POINTS AWARDED	
		PUSH-UPS 92	SIT-UPS 88	RUN 100	TOTAL 280	35	
d. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD) 19991117		e. DA FORM USED: DA 3595-R			f. TOTAL HITS 38	g. POINTS AWARDED 48	
h. TOTAL POINTS AWARDED						83	
2. DUTY PERFORMANCE EVALUATION (Maximum 150 Points Award 1-30 Points For Each Category)							
CATEGORY						POINTS AWARDED	
a. COMPETENCE: Proficient, Knowledgeable, Communicates Effectively						30	
b. MILITARY BEARING: Role Model, Appearance, Confidence						28	
c. LEADERSHIP: Motivates Soldiers, Sets Standards, Mission, Concern						30	
d. TRAINING: Individual and Team, Shares Knowledge and Experience, Teaching						29	
e. RESPONSIBILITY AND ACCOUNTABILITY: Equipment, Facilities, Safety, Conservation						29	
f. TOTAL POINTS AWARDED						146	
I certify that the above APFT and weapons qualification scores shown have been extracted from appropriate records and the latest valid scores are in accordance with Army Training Regulations and Army Field Manuals.							
3. SIGNATURE OF COMMANDER 			4. TYPED OR PRINTED NAME AND GRADE DAVID PETANO, CPT			5. DATE (YYYYMMDD) 20000407	
SECTION B - ADMINISTRATIVE POINTS							
1. AWARDS, DECORATIONS AND ACHIEVEMENTS (Maximum 100 Points. List all awards individually. Include award number (i.e. 3rd OLC) and the order number.)							
ARCOM, 99-023	20						
AAM (1OLC), 98-111	15						
AAM, 97-212	15						
Cert of Ach, 19970325	5						
Cert of Ach, 19960212	5						
Cert of Ach, 19940117	5						
Div Level							
Sldr of Qtr, 19931010	15						
TOTAL POINTS AWARDED						80	

DA FORM 3355, JUN 2000

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Figure 3-1. Sample of completed DA Form 3355 (front page)

NAME PIERPOINT, PATRICK J.		SSN 000-00-0000	
SECTION B - ADMINISTRATIVE POINTS (Continued)			
2. MILITARY EDUCATION (Maximum 200 Points. List all military education.)			
BNCOC	24	ACCP 200 CH	40
PLDC	16		
Airborne	12		
Air Assault	8		
COT - Cbt Lifesaver	4		
COT - Drv Tng	4		
TOTAL POINTS AWARDED			108
3. CIVILIAN EDUCATION (Maximum 100 Points. List all civilian education.)			
CTC	6		
U of MD	68		
Ed Improv(College Deg)	10		
CLEP	45		
TOTAL POINTS AWARDED			100
I certify that the above administrative points shown have been accurately extracted from appropriate records and that the promotion points indicated are correct.			
4. TYPED OR PRINTED NAME OF RESPONSIBLE OFFICIAL	5. DATE (YYYYMMDD)	6. SIGNATURE OF RECOMMENDED INDIVIDUAL (Required)	7. DATE (YYYYMMDD)
SHARON GREEN, SSG	20000422		20000515
SECTION C - TOTALS			
Only whole numbers will be used in awarding promotion points for all sections (drop fractions). Only initial and total reevaluations require submission of DA Form 3355. Administrative reevaluations and adjustments are submitted on DA Form 4187 and annotated in the Eval/Adj column.			
1. POINTS GRANTED			
ITEM	INITIAL (Date)	EVAL/ADJ (Date)	EVAL/ADJ (Date)
a. TOTAL PERFORMANCE EVALUATION AND MILITARY TRAINING POINTS - SECTION A (Maximum 250 points)	229		
b. TOTAL ADMINISTRATIVE POINTS - SECTION B (Maximum 400 points)	288		
c. TOTAL BOARD POINTS (Maximum 150 points)	147		
d. TOTAL PROMOTION POINTS (Maximum 800 points)	664		
2. INITIALS OF RESPONSIBLE PSB OFFICIAL	SG		
SECTION D - CERTIFICATION			
I certify that the above total points shown have been accurately extracted from appropriate records and promotion list points indicated are correct.			
1. RECOMMENDED BY BOARD <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		2. ATTAINED MINIMUM POINTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
3. TYPED OR PRINTED NAME AND SIGNATURE OF BOARD RECORDER JASON RICHARDS		4. GRADE CPL	5. DATE (YYYYMMDD) 20000515
I certify that the soldier has been recommended for promotion by a valid promotion board.			
6. TYPED OR PRINTED NAME OF PROMOTION AUTHORITY LISA A. ADCOCK, LTC		7. SIGNATURE 	8. DATE PROCEEDINGS WERE APPROVED (YYYYMMDD) 20000515
Counseling statement: I have been counseled on my promotion status and deficiencies. (Use only when recommendation is disapproved, when a soldier is not selected by a board, or when a soldier cannot be added to the recommended list due to not attaining the minimum required points).			
9. SIGNATURE OF SOLDIER		10. DATE (YYYYMMDD)	11. TYPED OR PRINTED NAME AND SIGNATURE OF COUNSELOR

DA FORM 3355, JUN 2000

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Figure 3-1. Sample of completed DA Form 3355 (back page)

BOARD MEMBER APPRAISAL WORKSHEET					
For use of this form, see AR 600-8-19; the proponent agency is DCSPER.					
1. NAME Pierpoint, Patrick		2. RECOMMENDED GRADE SSG		3. RECOMMENDED MGS 19D30	
4. Board Interview and Evaluation and Points Awarded					
AREAS OF EVALUATION	AVERAGE (1-7 Points)	ABOVE AVERAGE (8-13 Points)	EXCELLENT (14-19 Points)	OUTSTANDING (20-25 Points)	TOTAL POINTS
a. Personal Appearance, Bearing, and Self-Confidence				25	25
b. Oral Expression and Conversational Skills				25	25
c. Knowledge of World Affairs				25	25
d. Awareness of Military Programs				25	25
e. Knowledge of Basic Soldiering (Soldier's Manual) (See note.)				25	25
f. Soldier's Attitude (includes leadership and potential for promotion, trends in performance, etc.).				25	25
g. TOTAL POINTS AWARDED					150
NOTE: Questions concerning the knowledge of basic soldiering will be tailored to include land navigation, survival, night operations, inclement weather operations, adverse environment, and terrain.					
5. REMARKS					
6. <input checked="" type="checkbox"/> I DO <input type="checkbox"/> I DO NOT Recommend the Soldier for Promotion					
7. SIGNATURE OF BOARD MEMBER Christopher Hopkins		8. RANK 1SG		9. DATE (YYYYMMDD) 20000515	

DA FORM 3356, JUNE 2000

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Figure 3-2. Sample of completed DA Form 3356

BOARD RECOMMENDATION									
For use of this form, see AR 600-8-19; the proponent agency is DCSPER.									
1. NAME Pierpoint, Patrick			2. SSN 000-00-0000		3. RECOMMENDED GRADE SSG		4. RECOMMENDED VOS 19D30		
5. BOARD MEMBER'S APPRAISAL WORKSHEET RESULTS									
BOARD MEMBER'S NAME	RECOMMENDED		POINTS AWARDED (Transfer from DA Form 3356, Items 4a through 4g)						BOARD MEMBER TOTAL G
	YES	NO	A	B	C	D	E	F	
MSG HOPKINS	✓		25	25	25	25	25	25	150
MSG JOHNSON	✓		25	24	25	23	25	25	147
MSG THICKLEN	✓		25	23	25	24	25	25	147
MSG HARRIS	✓		25	23	25	22	25	25	145
MSG GULAR	✓		24	24	25	23	25	25	146
6. COMBINED BOARD POINTS									735
7. DIVIDE TOTAL IN ITEM 6 BY THE NUMBER OF VOTING BOARD MEMBERS TO OBTAIN POINTS AWARDED									147
8. Individual <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT Recommended for promotion by a majority of the board members.									
9. REMARKS									
10. TYPED OR PRINTED NAME AND SIGNATURE OF RECORDER JASON RICHARDS						11. RANK CPL		12. DATE (YYYYMMDD) 20001505	

DA FORM 3357, JUN 2000

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Figure 3-3. Sample of completed DA Form 3357

(letterhead)

AFZZ-XY-Z (600-8-19)

15 May 2000

MEMORANDUM FOR: Commander, 109th MI Battalion, Fort Defense, VA 20000

SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

1. The 109th MI Battalion, Enlisted Promotion Board convened at 0800 hours, 15 May 2000 in accordance with AR 600-8-19, Chapter 3, to review records and interview personnel for promotion to SGT and SSG.

2. The following members were present:

CSM Rose Lockhart - President
1SG Christopher Hopkins - Member
MSG Timothy Johnson - Member
MSG Audrey Thicklen - Member
MSG James Harris - Member
MSG Kevin Gular - Member
CPL Jason Richards - Recorder without vote

3. Of those considered for promotion, the following soldiers were recommended for promotion by a majority of voting promotion board members and attained promotion scores equal to or greater than the minimum scores required to attain recommended list status:

a. To SSG:

<u>Name</u>	<u>SSN</u>	<u>RMOS</u>	<u>Admin Pts</u>	<u>Bd Pts</u>	<u>Total pts</u>
Patrick Pierpoint	000-00-0000	19D	460	140	600
Annette Bush	000-00-0000	71L	550	150	700

b. To SGT:

<u>Name</u>	<u>SSN</u>	<u>RMOS</u>	<u>Admin Pts</u>	<u>Bd Pts</u>	<u>Total Pts</u>
Ursula Williams	000-00-0000	75B	600	149	749
Donald Simpson	000-00-0000	11B	380	150	530

4. The following soldiers were considered but not recommended for promotion. These individuals will be counseled in accordance with AR 600-8-19.

a. To SSG:

<u>Name</u>	<u>SSN</u>
Thomas White	000-00-0000

b. To SGT:

<u>Name</u>	<u>SSN</u>
John White	000-00-0000
Ginger Black	000-00-0000

5. The board adjourned at 1650 hours on 15 May 2000.

Figure 3-4. Sample format for report of board proceedings

AFZZ-XY-Z (600-8-19)

SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

6. Recommendation: That the soldiers listed in paragraph 3 be integrated into the recommended list.

2 Encls

1. Promotion Board Appointment

2. Promotion Packets

ROSE LOCKHART

CSM, USA

(President of the Board)

Figure 3-4. Sample format for report of board proceedings-Continued

AFZZ-XX (AFZZ-XY-Z/15 May 2000) (600-8-19) 1st End

SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

Commander, 109th MI Battalion, Fort Defense, VA 20000

Approved (or disapproved) 17 May 2000.

2 Encls

nc

Signature

LISA A. ADCOCK

LTC, MI

Commanding

Figure 3-5. Sample format of endorsement to promotion board proceedings

(letterhead)

AFZZ-XY (600-8-19)

20 June 2000

MEMORANDUM FOR SGT Patrick Pierpoint, 000-00-0000, Co A, 109th MI BN

SUBJECT: Service Requirement for Promotion

1. It is my intention to promote you to staff sergeant on 1 July 2000 in accordance with authority contained in memorandum, TAPC-MSP-E, dated 10 June 2000, DA Promotion Point Cutoff Scores for 1 July 2000 and Junior Enlisted Issues. The provisions of AR 600-8-19, Chapter 3, preclude your promotion unless you are obligated to serve on active duty until at least 30 June 2001. Your records show your expiration term of service to be 28 October 2000.
2. You may satisfy the service requirement by reenlisting or extending your enlistment on active duty. You must immediately contact SGM Kenneth J. Washington, Building 58, extension 555-5555, for information on the advantage(s) of each course of action and details on the options available to you at this time. As soon as I am informed that you have taken action to obligate yourself to serve on active duty until at least 30 June 2001, I will direct your promotion to staff sergeant.
3. If you reenlist or extend on or before 1 July 2000, your effective date of promotion will be 1 July 2000. If you reenlist or extend after 1 July 2000, your effective date of promotion will be the date of your reenlistment or extension.
4. You should be aware, however, that I am authorized to promote you only during July 2000 and must therefore be notified before 31 July 2000 that you have incurred the appropriate service requirement. Should you not become obligated, I must remove your name from the recommended list for promotion to SSG as of 1 August 2000. If this is done, you will not be reinstated to the list or promoted on the basis of your current recommended status.

Signature
LISA A. ADCOCK
LTC, MI
Commanding

CF:
PSB
Career Counselor
Cdr, Co A

Figure 3-6. Sample format for notification of service remaining requirement for promotion

Chapter 4

Centralized Promotions (SFC, MSG, and SGM)

Section I

Managing Centralized Promotions

4-1. Overview

This chapter provides the rules and steps for managing the Centralized Promotion System to SFC, MSG, and SGM.

- a.* CDR, HRC-Alexandria (AHRC-MSP-E) promotes soldiers to the grades of SFC, MSG, and SGM.
- b.* A centralized promotion system has been in effect for promotion of enlisted soldiers since 1 January 1969 for SGM, 1 March 1969 for MSG, and 1 June 1970 for SFC.
- c.* Selection and promotion authority by HQDA does not deprive local commanders of the authority to reduce soldiers in the grade of SFC, MSG, and SGM for inefficiency or conviction by a civil court.
- d.* Criteria for primary and secondary zones of consideration for each grade will be announced by CDR, HRC-Alexandria (AHRC-MSP-E) before each board. Soldiers in the grades of SSG and SFC may not decline promotion consideration.
- e.* Soldiers in the grade of MSG may decline consideration for promotion to SGM and or attendance at the U.S. Army Sergeant's Major Academy.
- f.* Soldiers serving SRB or enlisted bonus service will not be promoted outside their CPMOS.
- g.* If the soldier is in the zone of consideration for an HQDA promotion board, a "complete-the-record" evaluation report may be submitted according to the HRC-Alexandria message announcing the zones.

4-2. Eligibility criteria

The following eligibility criteria must be met before the HQDA board convenes.

- a.* Soldiers must-
 - (1) Meet announced DOR and BASD requirements and other eligibility criteria prescribed by HRC-Alexandria.
 - (2) Have at least 6, 8, or 10 years of total active Federal service for SFC, MSG, and SGM, respectively. Must have 8 and 10 years of enlisted service creditable in computing basic pay for promotion to MSG and SGM, respectively.
 - (3) Be serving on active duty in an enlisted status on convening date of the selection board.
 - (4) Have a high school diploma or GED equivalent, or an associate or higher degree.
 - (5) Not be barred from reenlistment under provisions of AR 601-280 or denied continued active duty service under AR 635-200.
 - (6) Not be ineligible to reenlist due to Declination of Continued Service Statement (DCSS), retirement, or court-martial.
- b.* USAR and ARNG soldiers must have completed a minimum of 1 year on active duty immediately prior to the convening date of the board.
- c.* SSG must be a graduate of BNCOC or higher NCOES course in order to be considered for promotion to SFC.
- d.* SFC must be a graduate of ANCOC to be considered for promotion to MSG.
- e.* MSGs who have been removed from a centralized promotions list for failure of USASMC will not be considered by future SGM boards.

4-3. Promotion boards

- a.* Selection boards will be composed of at least five members. The board may be divided into two or more panels. Each panel will be composed of at least three voting members, including commissioned officers and senior NCOs.
- b.* The president of each board will be a general officer. An officer will be appointed to each board to serve as recorder without vote. Female and minority members should be represented if available.
- c.* The selection board will recommend a specified number of soldiers by MOS from the zones of consideration who are the best qualified to meet the needs of the Army. The total number selected for each CPMOS is the projected number the Army needs to maintain its authorized-by-grade strength.
- d.* Soldiers who are not selected for promotion will not be provided specific reasons for non-selection. Soldiers may consult the statistical analysis portion of the promotion list or they may write to the Career Professional Development NCO of their respective branch for an analysis on how to enhance their careers.

4-4. Memorandum of instruction

A separate memorandum of instruction will prescribe reports to be submitted, largest number to be selected, and other

administrative details. These documents will be published as enclosures to the memorandum announcing the results of the selection board.

4-5. Personal appearance and written communication

a. No soldier may appear in person before a DA selection board on his or her own behalf, or in the interest of anyone being considered.

b. Soldiers eligible for consideration may write to the president of the promotion board to provide documents and information drawing attention to any matter concerning themselves that they feel is important to their consideration. Although written communication is authorized, it is only encouraged when there is something that is not provided in the soldier's records that the soldier feels will have an impact on the board's deliberations. Correspondence must be received by the date stated in the zone message, will not be the basis for promotion reconsideration, and will not be included in the soldier's official military personnel file (OMPF). Receipt of correspondence will not be acknowledged.

c. Documents authorized for filing in the OMPF should be sent to CDR, U.S. Army Enlisted Records and Evaluation Center (USAEREC), ATTN: PCRE-FS, 8899 East 56th St., Indianapolis, IN, 46249-5301 as soon as they are generated. Do not send documents that are already in the OMPF.

d. The following documents will not be given to the board, therefore, should not be forwarded to USAEREC.

- (1) Correspondence received from anyone other than the soldier concerned.
- (2) Correspondence that criticizes or reflects on the character, conduct, or motives of any other soldier.
- (3) Incomplete appeals such as NCO-ER, Academic Evaluation Report (AER), courts-martial, Article 15, etc.
- (4) Copies of NCO-ER. Only originals processed through promotion work center/MPD that have been received and processed by EREC will be seen by the board.

e. Memorandums (including all enclosures) seen by a selection board become a matter of record for that board and will not be filed in the OMPF. Nonreceipt of a memorandum by the board president does not constitute grounds for reconsideration by a STAB.

4-6. Board results

HRC-Alexandria (AHRC-MSP-E) will announce the results of a selection board by command memorandum. The memorandum will include the following enclosures.

- a.* Memorandum of instruction.
- b.* Board membership.
- c.* Considered/selected list. Names of soldiers considered for promotion will be placed in alphabetical order. Soldiers who are recommended will be assigned sequence numbers for promotion to SFC, MSG and SGM. Sequence numbers will be based on seniority within each RMOS and will be determined by DOR, then BASD when DOR are the same, then age (oldest first) when DOR and BASD are the same.
- d.* Profile analysis. This is an analysis of the board results by MOS and CMF. The analysis provides insight into some of the areas that might have influenced the board's decision. The analysis does not include all areas represented in a soldier's file and considered by the board.
- e.* Summary of board actions.

4-7. Monthly promotions

a. HRC-Alexandria will determine and announce the total number of promotions to SFC, MSG, and SGM on a monthly basis. The DOR and effective date of promotion will be the same. For soldiers promoted late use procedures in Chapter 1 of this regulation. Promotion is not valid and will be revoked if a soldier is not in a promotable status on the effective date. Commanders will advise HRC-Alexandria, (AHRC-MSP-E), when a soldier is in a nonpromotable status.

b. HRC-Alexandria will publish orders announcing promotions to SFC, MSG, and SGM.

4-8. Service requirement

a. Soldiers promoted to grades SFC, MSG, and SGM will incur a 2-year service requirement. Service requirement will be from the effective date of promotion, unless soldiers are in one of the following categories:

- (1) Eligible for retirement based on RCP for the recommended grade.
- (2) Already eligible through prior service for a higher grade at time of retirement.
- (3) Age 55 or older.

b. Service requirement will begin on the effective date of promotion. Soldiers not having sufficient time remaining must reenlist or decline promotion in accordance with paragraph 1-24 of this regulation.

c. Soldiers selected for promotion will be promoted on the last day of the month before being placed on the retired list if their sequence number has not been reached and they are in one of the following categories:

- (1) Will complete 30 years of active Federal service.
- (2) Will have reached age 55.

- (3) Reach the promotable RCP while on a promotion list.
- d. Commanders will advise HRC-Alexandria, (AHRC-MSP-E), of these soldiers in time to allow for preparation of promotion orders before the soldier retires.
- e. A promoted soldier may not, at his or her own request, be reduced to terminate the required service requirement.

4-9. Reclassification prior to promotion

- a. Soldiers on a centralized list who are reclassified prior to promotion will receive a new sequence number within the new CPMOS based on their seniority relative to other soldiers in the new MOS. The new sequence number will be identified by a decimal point (for example, 120.50). Soldiers who have not been promoted will receive a memorandum through their promotion work center notifying them of the new sequence number.
- b. The re-sequencing based on seniority will be accomplished by taking into account all the soldiers selected for promotion in a particular MOS (whether promoted or not). If promotions have already occurred through the new sequence number, the reclassified soldier will be promoted effective the first day of the month following the date of reclassification. If promotions have not occurred through the new sequence number, the reclassified soldier will be promoted with their contemporaries.
- c. If a soldier was promoted in an incorrect MOS and the promotion should not have occurred until a later date, the promotion order will be revoked and de facto status will not be granted.
- d. In order to ensure timely promotion actions, the promotion work center will send to CDR, HRC-Alexandria, ATTN: AHRC-MSP-E, 200 Stovall Street, Alexandria, VA 22332-0443, a copy of the new PMOS order for all soldiers on a HQDA recommended list who are reclassified prior to promotion.

Section II

Task: Pre-board Process for NCOs in Zone of Consideration

4-10. Rules for pre-board processing for NCOs in zone of consideration

- a. Soldier must meet announced eligibility requirements for promotion board consideration.
- b. Soldier will review and authenticate his or her Enlisted Records Brief (ERB) information in accordance with procedures outlined in board announcement messages.
- c. OMPF should be reviewed by soldier 3 to 6 months prior to board. Documents submitted for correction or additions to OMPF should be submitted through promotion work center (records workcenter) to CDR, USAEREC, ATTN: PCRE-FS, 8899 East 56th Street, Indianapolis, IN 46249-5301.

4-11. Steps for pre-board processing for NCOs in zone of consideration

The steps for pre-board processing for soldiers in the zone of consideration are contained in table 4-1.

Table 4-1
Pre-board processing of soldiers in the zone of consideration

STEP	WORKCENTER	REQUIRED ACTION
1	ENRC	Upon receipt of message announcing the zones of consideration, submit inquiry.
2		Request PAS produce AAA-347 (ERB) and DA Form 2-1 for personnel in the zone.
3		Provide the pay grade and DOR criteria to the PAS.
4	PAS	Generate ERB for each soldier being considered for selection.
5	ENRC	Notify BNS1 of personnel in the zone of consideration. Provide BNS1 with copy of zone message.
6	BNS1	Notify soldiers in the zone of consideration.
7	ENRC	Notify USAEREC of ineligible(s) and eligibles not listed on listing of eligible(s).
8		Upon receipt of ERB and DA Form 2-1, verify that all forms are complete and accurate. Ensure that APFT, HT/WT, and FLAG data be left blank or blackened out. Schedule soldiers for records review.
9		With assistance of IOPR, units, and PAC continue to monitor arrivals and departures for soldiers who become eligible or ineligible. Notify USAEREC as appropriate.
10		Forward records to USAEREC selection board according to message instructions.

Section III

Task: Process Promotion List Results and Orders

4-12. Rules for processing promotion list results and orders

- a. Commanders will notify soldiers of selection or nonselection for promotion.
- b. The considered portion of the promotion selection list will be screened to ensure all eligible soldiers were considered.
- c. Commander will notify soldier selected in MOS requiring acceptance or declination of promotion due to mandatory reclassification.
- d. BNS1 will notify soldier of procedures used to request consideration or reconsideration by Standby Advisory Board, if appropriate.
- e. Soldiers not selected for promotion may be assisted by BNS1 in writing to the career branch for promotion potential analysis.
- f. Documents reflecting a change in a soldier's promotable status and or PRMOS must be forwarded immediately to HRC-Alexandria (AHRC-MSP-E).
- g. Monthly HRC-Alexandria enlisted promotion orders must be screened to ensure promotable soldiers designated by sequence number memorandum were promoted.
- h. DOR will be the effective date of promotion. If the promotion was delayed due to an administrative error, the DOR will be the effective date that the promotion should have occurred.
- i. Documents supporting amendment, revocation, or late promotion orders must be received by HRC-Alexandria (AHRC-MSP-E), by the end of each month for actions to be included in the promotion orders booklet to be mailed during the following month.

4-13. Steps for processing promotion list results and orders

The steps for processing promotion list results and orders are contained in table 4-2.

Table 4-2 Processing list results and orders		
STEP	WORKCENTER	REQUIRED ACTION
1	PROM	Upon receipt of HQDA selection list, compare list against listing of eligible(s) to ensure that all eligible soldiers were considered. On release date, comply with standing operating procedures in distributing selection list, letters of congratulations, etc.
2		Notify HRC-Alexandria in accordance with this regulation of any eligible soldier who was not considered for promotion and of any ineligible soldier who was selected in error.
3	UNIT	Notify soldier(s) who must accept or decline promotion due to mandatory reclassification.
4	BNS1	Assist soldiers in requesting consideration or reconsideration for promotion or in requesting a promotion potential analysis from their HRC-Alexandria Career Branch.
5	PROM	Comply with the promotion list memorandum concerning verification of soldier's promotable status.
6		Ensure that if a DA Form 268 is initiated on a soldier on the promotion list, it includes the sequence and promotion MOS.
7		Upon receipt of initial FLAG, verify if the soldier is on the promotion list and forward the initial DA Form 268 to HRC-Alexandria, ATTN: AHRC-MSP-E, Alexandria, VA 22332-0443. If the soldier has been promoted, forward the initial FLAG requesting revocation of promotion orders.
8		Forward reclassification orders on soldiers who are reclassified while on a promotion list.
9		Screen the monthly sequence number memorandum and by-name list for promotions.
10		Upon receipt of HRC-Alexandria enlisted promotion orders ensure that all soldiers identified in the command are in a promotable status. Notify HRC-Alexandria by forwarding appropriate document(s) for nonpromotable soldiers or soldiers returning to promotable status.
11		Reproduce and distribute promotions orders to BNS1.
12	BNS1	Ensure soldiers to be promoted are counseled concerning the service remaining requirement and the procedures for declining promotion.
13		Prepare certificate of promotion.
14	ENRC	Post appropriate files with promotion data.

Section IV

Task: Process Request for Standby Advisory Board Consideration

4-14. Rules for processing Standby Advisory Board consideration

a. The DCS, G-1 or designee may approve cases for referral to a STAB upon determining that a material error existed in a soldier's OMPF when the file was reviewed by a promotion board.

b. For the purpose of this paragraph, HRC-Alexandria (AHRC-MSP-E) is a designee.

c. Error is considered material when there is a reasonable chance that had the error not existed, the soldier may have been selected.

d. STABs are convened to consider records of those-

(1) From the primary and secondary zones not reviewed by a regular board.

(2) From a primary zone that were not properly constituted, due to a material error, when reviewed by the regular board.

(3) Recommended soldiers on whom derogatory information has developed that may warrant removal from a recommended list.

e. Soldiers selected by a Standby Advisory Board will be added to the appropriate recommended list and promoted along with their contemporaries when their seniority sequence number is reached.

f. Only soldiers who were not selected from a primary zone of consideration will be reconsidered for promotion. Soldiers who were considered in a secondary zone will not be reconsidered.

g. Reconsideration normally will be granted when one or more of the following conditions existed on the soldier's OMPF at the time it was reviewed by a promotion selection board. Soldiers requesting reconsideration under (2) through (6) below normally will be granted reconsideration only for the most recent board held prior to the soldier's request.

(1) Adverse NCO-ER or AER reviewed by a board was subsequently declared invalid in whole or in part, and was determined by the ESRB to constitute a material error.

(2) An adverse document belonging to another soldier is filed on the OMPF.

(3) An Article 15 administered on or after 1 September 1979 that was designated for file in the MPRJ only but was erroneously filed on the OMPF reviewed by the board.

(4) An Article 15 punishment that was wholly set aside before 1 September 1979 and the set aside instrument was not filed on the OMPF.

(5) An Article 15 punishment that was wholly set aside on or after 1 September 1979 was filed on the OMPF when reviewed by the board.

(6) Court-martial orders were filed on the OMPF when the findings were "not guilty."

(7) A document was filed on the OMPF that erroneously identified the non-select as AWOL or a deserter.

(8) Transcript awarding a degree (for example: AA, BA, BS) was excluded from the records. If the degree was posted to either the OMPF, PQR, or was seen in hard copy by the board, a STAB is not authorized. Only college degrees that are awarded by an accredited college or university (shown on official transcript dated prior to the convening date of the board) will be considered. The date of the transcript will not be older than 3 months before the convening date of the board.

(9) Absence of an award of a Meritorious Service Medal or higher (initial award only). If the award was recorded on the OMPF, PQR, or was reviewed in hard copy by the board, a STAB is not authorized. The date used for determination of reconsideration will be the date of the order or the ending date, whichever is later, and will not be older than 3 months before the convening date of the board.

(10) An annual or change of rater NCO-ER that was received at USAEREC early enough for processing and filing before the convening date of the promotion selection board that was not reviewed. 75-days is allowed for processing after the through date of the report or the date the promotion work center completes Part I, Section 1, for late reports. NCO-ERs received at EREC prior to convening date of the board and was returned to the promotion work center for administrative reasons may be a basis for reconsideration. The NCO-ER must be for a period of not less than 6 months.

(11) An individual was considered in an MOS or CPMOS that is not the soldier's normal career progression.

h. The following items do not constitute material error and will not be reasons for reconsideration.

(1) Omission of letters of appreciation, commendation, congratulations, or other similar commendatory correspondence.

(2) Documents that are not derogatory having been filed on the wrong OMPF.

(3) Absence of documents (such as transcripts) written, prepared, or computed following the convening of a board.

(4) Incorrect data on the PQR (ERB/DA Forms 2A and/or 2-1) reviewed by the soldier prior to the board.

(5) Absence of the PQR (ERB/DA Forms 2A and/or 2-1).

(6) Absence of official photograph or the presence of an outdated photograph.

(7) Absence of an AER showing completion of an NCOES course.

(8) A complete the record NCO-ER is an optional report and the absence of this report will not, under any circumstances, be a basis for reconsideration.

(9) Absence of an award for achievement or meritorious service lower than an MSM.

i. All standby requests will be sent through the servicing promotion work center for evaluation.

j. Each case will be evaluated by the servicing promotion work center using the guidelines stated in this section. Cases clearly not meeting these guidelines will be disapproved locally and will not be forwarded to HRC-Alexandria.

k. Correspondence such as letters of commendation, appreciation, and documents from third parties will not be forwarded with the request.

l. The request will be sent, to CDR, HRC-Alexandria, ATTN: AHRC-MSP-E, 200 Stovall Street, Alexandria, VA 22332-0443, and will include a certified true copy of the PQR along with the source documents.

4-15. Steps for processing Standby Advisory Board consideration

The steps for processing Standby Advisory Board consideration requests are contained in table 4-3.

Table 4-3
Processing Standby Advisory Board requests

STEP	WORKCENTER	REQUIRED ACTION
1	BNS1	Prepare request for STAB consideration.
2	PROM	Verify eligibility for STAB consideration.
3		Forward request to CDR, HRC-Alexandria: ATTN: AHRC-MSP-E, 200 Stovall St, Alexandria, VA 22332-0443.
4		Receives response from HRC-Alexandria and forwards to BNS1.
5	BNS1	Advise soldier of results of request.

Section V

Task: Process Removal from a Centralized Promotion List

4-16. Rules for administrative and command initiated removals from a centralized promotion list

a. Rules for administrative removals.

(1) Commanders will promptly forward documentation to Commander, HRC-Alexandria, AHRC-MSP-E, 200 Stovall Street, Alexandria, VA 22332-0443, pertaining to soldiers on a HQDA recommended list who are in one or more of the categories listed in subparagraph (2) below.

(2) HRC-Alexandria (AHRC-MSP-E) will delete, without further board action, the name of any soldier from the recommended list who:

(a) Is reduced.

(b) Is discharged from enlisted status to accept appointment as a commissioned or warrant officer.

(c) Is discharged without reentry within 24 hours.

(d) Is dropped from the rolls as a deserter.

(e) Has an approved retirement.

(f) Is ineligible to reenlist due to a DCSS, AWOL, confinement, local bar, qualitative management program, or court-martial conviction.

(g) Was considered in error (no exception authorized).

(h) Was recommended by an approved reduction board to be removed from a promotion list.

(i) Declines promotion in accordance with this regulation.

(j) Is defined as failing to attend, having failed to complete for cause or academic reasons or being denied enrollment to the required NCOES course for cause.

(k) Is a SFC(P) or MSG(P) who lose their security clearances for cause, or are permanently disqualified from receiving a security clearance.

b. Rules for processing command initiated removals.

(1) Any commander in the soldier's chain of command may recommend that a soldier's name be removed from a HQDA recommended list at any time. The recommendation for removal must be fully documented and justified. DA Form 268 will be initiated at this time.

(2) When recommending a soldier for removal, commanders should evaluate circumstances to ensure that all other

appropriate actions have been taken (training, supervision, and formal counseling have not helped) or the basis for considering removal is serious enough to warrant denying the individual's promotion.

(3) Soldiers flagged for noncompliance with AR 600-9. The commander must submit a recommendation for removal on a soldier who has not met the weight requirements within the time prescribed in AR 600-9 provided no underlying or associated disease is found to be the cause of the overweight condition.

(4) Recommendation may be submitted for substandard performance.

(5) Removal actions, to include rebuttal, will be processed in accordance with steps in table 4-4.

(6) The removal action will be submitted for review through command channels to the commander having general court-martial convening authority (GCMCA) or the first general officer in the chain of command having a staff judge advocate on his or her staff.

(7) Recommendation may be disapproved at any level of command. The disapproval will be returned through command channels to the originator with the reason for disapproval.

(8) All actions will be forwarded to HRC-Alexandria (AHRC-MSP-E) in duplicate and will include a copy of his/her PQR, and DA Form 268.

(9) HRC-Alexandria (AHRC-MSP-E) will notify the appropriate commander of the results and recommendations of the STAB.

4-17. Steps for processing removals from a centralized promotion list

The steps for processing command initiated removals from a centralized promotion list are contained in table 4-4.

Table 4-4

Processing command initiated removals from a centralized promotion list

STEP	WORKCENTER	REQUIRED ACTION
1	UNIT	Commander requests removal of soldier from HQDA promotions list.
2		Requests BNS1 to prepare DA Form 268.
3	BNS1	Verify that conditions for removal have been met in accordance with this regulation.
4		Prepare, authenticate, and forward DA Form 268 to the promotion work center and forward a copy to CDR, HRC-Alexandria, ATTN: AHRC-MSP-E, 200 Stovall Street, Alexandria, VA 22332-0443.
5		Prepare removal documentation for commander's signature and forward to unit.
6	UNIT	Commander signs the request and informs the soldier, in writing, of intent to remove him or her from the promotions list.
7		Before forwarding the removal packet to the GCMCA, it will be delivered to the soldier concerned, in writing. The soldier will be allowed to respond to the proposed action and may submit a rebuttal within 15 duty days after receipt of the written notification. This time will be extended only for reasons beyond the soldier's control.
8	BNS1	Review action and obtain the battalion commander's recommendation and signature.
9		Forward the action through command channels for recommendations and then forward to the promotion work center promotions workcenter.
10	PROM	Reviews action for compliance.
11		Obtain the concurrence or non-concurrence of the GCMCA.
12		If the GCMCA approves the action as is, go the next step. If the GCMCA adds additional derogatory comments, the soldier will be afforded 15 duty days to respond to those comments. If the soldier decides not to respond, he or she will sign a statement to that effect. If the soldier submits a rebuttal, the packet will be returned to the GCMCA for a final decision. Advise soldier in writing of decision.
13		Forward the action in duplicate to Commander, HRC-Alexandria, ATTN: AHRC-MSP-E, 200 Stovall Street, Alexandria, VA 22332-0443. Include copy of PQR and DA Form 268.
14		Receives response from HRC-Alexandria and forwards to BNS1.
15	BNS1	Forwards response to commander (05 or above) to ensure notification of soldier. Prepare final DA Form 268 and forward to HRC-Alexandria.
16	ENRC	Ensures copy is filed in MPRJ.

4-18. HQDA initiated removals from a centralized promotion list

a. Review. HRC-Alexandria (AHRC-MSP-E) will continuously review promotion lists against all information available to ensure that no soldier is promoted where there is cause to believe that a soldier is mentally, physically, morally, or professionally unqualified to perform duties of the higher grade.

b. Basis for referral. In addition to paragraph *a* above, a soldier may be referred to a STAB for the following reasons. This list is not all-inclusive.

- (1) Article 15 directed for filing in the OMPF.
- (2) A memorandum of reprimand placed in the OMPF.
- (3) Adverse documentation filed in the OMPF.
- (4) Soldiers who are flagged in accordance with AR 600-8-2 and have not met the requirements in the time prescribed by that regulation.
- (5) Other derogatory information received by HQDA, but not filed in the OMPF, if it is substantiated, relevant, and might reasonably and materially affect a promotion recommendation.
- (6) Relief for cause NCO-ER.

c. Notice. A soldier referred to a STAB normally will be considered by the STAB within 120 calendar days after the case is referred for review. Before the STAB convenes, the soldier will be informed, by memorandum, of the reason for the action and provided a copy of the information that will be considered by the board. The soldier will be given reasonable opportunity, not less than 30 duty days from the date of receipt of the information, to submit comments to the STAB and the official(s) reviewing the recommendation. If the soldier cannot be given access to the information for reasons of national security, the soldier will, to the maximum extent possible, be provided with an appropriate summary of the information.

d. Information considered. A STAB will consider—

- (1) In addition to the documents contained in the removal action the STAB will consider the soldier's OMPF.
- (2) Any submission to the board by the soldier under consideration. The soldier may include the opinion and statements of third party persons in his or her submission.

e. This paragraph does not prohibit field commanders from recommending soldiers for removal per paragraph 4-16 above.

4-19. Appeals of removal from a centralized promotion list

a. A soldier who is removed from a promotions list may appeal that action only in limited circumstances. HRC-Alexandria (AHRC-MSP-E) will take final action on any appeal.

b. Soldiers may appeal a removal action when the underlying basis of the removal is subsequently determined to be erroneous. The subsequent determination must be based on facts that were not available or reasonably discoverable at the time of the original action or at the time that the soldier was notified of the removal action. An appeal may also be submitted for other compelling reason(s).

c. Appeals must be referred through command channels, to include GCMCA, to CDR, HRC-Alexandria, ATTN: AHRC-MSP-E, 200 Stovall Street, Alexandria, VA 22332-0443.

Chapter 5 Promotion of Special Bandspersons

Section I Overview

5-1. Bandspersons

This chapter and other applicable provisions of this regulation govern promotion of special bandspersons.

5-2. Special band units

Special bands are the Fife and Drum Corps, 3d Infantry (Old Guard), the U.S. Army Band, the U.S. Army Field Band, and the U.S. Military Academy Band.

Section II Task: Process Promotions for Special Bandspersons

5-3. Rules for processing promotions of special bandspersons

a. Special bandspersons must have PMOS of 02S and be assigned to one of the units designated in section I of this chapter.

b. Soldiers must have a high school diploma or GED equivalent or associate or higher degree.

c. The commanding officer of the band will approve or disapprove promotion recommendations through SSG per AR 601–210. Approved recommendations will be forwarded to the promotion work center for publication of promotion orders.

d. The commander of the band will recommend soldiers for promotion to SFC, MSG, and SGM. The recommendation will be approved by the commanding general or commandant and forwarded to CDR, HRC-Alexandria, ATTN: AHRC–MSP–E, 200 Stovall Street, Alexandria, Virginia 22332–0443.

e. Position vacancies must be available for each promotion recommended.

f. Soldiers must have 6 years active service for promotion to SFC, 8 years active service for MSG, and 10 years active service for SGM.

g. Soldiers must complete at least 8 years of cumulative enlisted service creditable in computing basic pay for promotion to MSG and 10 years for SGM.

h. Promotion recommendations must include the following:

(1) Number of soldiers authorized and assigned for the promotion grade.

(2) TOE position of the recommended soldier.

(3) Description of soldier's performance.

(4) BASD.

(5) DOR in current grade.

(6) Type of security clearance.

(7) Copy of soldier's PQR.

i. Special bandspersons are not eligible for and will not be included in zones of consideration for promotion. The commander will notify USAEREC of the names of soldiers erroneously listed for consideration to be deleted. Waiver is not granted.

j. Soldiers must not be in a nonpromotable status as outlined in paragraph 1–10 and must meet security requirements.

5–4. Steps for processing promotions of special bandspersons

(SFC – SGM) The steps for processing promotions of special bandspersons are contained in table 5–1.

Table 5–1

Processing promotions of special bandspersons (SFC – SGM)

STEP	WORKCENTER	REQUIRED ACTION
1	UNIT	Submits request for special promotion.
2	PROM	Verifies eligibility of PMOS, position vacancy, total active service, and security clearance.
3		Forwards request to Commanding General for approval.
4		Forwards request to CDR, HRC-Alexandria, ATTN: AHRC–MSP–E, 200 Stovall Street, Alexandria, VA 22332–0443. HRC-Alexandria will publish order.

Chapter 6

Promotion of U.S. Army Marksmen

Section I

Overview

6–1. Marksmen

This chapter, and other applicable provisions of this regulation govern promotion of marksmen.

6–2. U.S. Army Marksmanship Unit

Marksmanship units are assigned to Commander, United States Army Marksmanship Unit, Fort Benning, GA.

Section II

Task: Process promotions for U.S. Army Marksmen

6–3. Rules for processing promotions for personnel assigned to the Army Marksmanship Program

a. The U.S. Army Marksmanship Unit (USAMU) Commander may promote to SPC, competitive marksmen in authorized marksmen positions without regard to TIS or TIMIG waivers at 18 months.

b. The USAMU Commander may promote to SGT, competitive marksmen in authorized marksmen positions at 48 months TIS, 4 months TIMIG, who have completed PLDC, been recommended by a promotion board and obtained a minimum of 350 total promotion points. Promotion boards will be conducted in accordance with this regulation.

c. The USAMU Commander may promote to SSG, competitive marksmen in authorized marksman positions at 72 months TIS, 5 months TIMIG, who have completed BNCOC, been recommended by a promotion board and obtained a minimum of 450 total promotion points. Promotion boards will be conducted in accordance with this regulation.

d. The USAMU Commander may promote to SGT and SSG competitive marksmen in authorized marksman positions who qualify for merit promotions based on meeting the following criteria:

(1) Achieve one of the following meritorious shooting awards or accomplishments at the grade immediately preceding the grade of the merit promotion.

(a) Olympic medal.

(b) Individual gold medal in an International Shooting Union event.

(c) Individual winner Conseil International Du Sport Militaire.

(d) Establish an individual world record.

(e) National service rifle/pistol champion.

(f) Inter-service rifle/pistol champion.

(g) Bianchi cup champion.

(h) Limited International Practical Shooting Confederation champion.

(i) Masters champion.

(j) World Ipromotion work center/PSC champion.

(2) For merit promotion to SGT soldier must have a minimum of 18 months TIS, 4 months TIMIG, and completion of PLDC.

(3) For merit promotion to SSG soldier must have a minimum of 48 months TIS, 5 months TIMIG, and completion of BNCOC.

(4) Meritorious act must be accomplished at the grade immediately preceding grade recommended for meritorious promotion.

e. The USAMU Commander will recommend to the CDR, HRC-Alexandria (AHRC-MSP-E), for approval and publication of promotion orders, competitive marksmen in the grade of SSG for promotion to vacant authorized USAMU SFC marksmen positions. Recommended soldiers must have a minimum of 72 months TIS. The ANCOC NCOES requirement is waived for soldiers promoted to SFC as USAMU competitive marksmen.

6-4. USAMU competitive marksmen

USAMU competitive marksmen will not compete for promotion within the semi-centralized or centralized promotion system. For SGT/SSG promotions, competitive marksmen will not have their promotion points reported to HQDA and will not be promoted based on HQDA promotion cutoff scores. The records of USAMU marksmen will not be considered for promotion by centralized HQDA selection boards while assigned to a USAMU.

Chapter 7 Reductions in Grade

Section I Reduction Management

7-1. Reductions

a. Soldiers who enlist or reenlist in the Regular Army or Army Reserve (AR 140-111) in a higher grade than entitled will be reduced to the appropriate grade.

b. A reduction board is required for soldiers in the grade of CPL/SPC (when being reduced more than one grade) and for soldiers in the grade of SGT through SGM for any reduction for misconduct (civil conviction) under paragraph 7-4 (except under table 7-1) and for inefficiency under paragraph 7-5. Board appearance, however, may be declined in writing, which will be considered as acceptance of the reduction board's action. Individuals in grade of CPL and below may be reduced without action by a board.

(1) If a soldier in the grade of CPL/SPC and below is being reduced one grade without referral to a reduction board, the reduction action must be accomplished within 30 duty days after receipt of documentary evidence and before separation or retention is considered.

(2) The reduction authority may extend the 30 day limitation for good cause. A written justification must be included in the file if an extension is granted.

c. A court-martial sentence of soldiers which, as approved by the convening authority, includes a punitive discharge,

confinement, or hard labor without confinement, carries a reduction to the lowest enlisted pay grade. Reduction will be effective on date of approval by the convening authority (Article 58a of the UCMJ). The SIDPERS reduction transaction will be submitted by losing commander.

d. A soldier, whose sentence to a punitive discharge, confinement, or hard labor without confinement is approved, may be probationally retained in the grade held at time of sentencing or in any intermediate grade. However, the convening authority must suspend execution of that part of the sentence extending to reduction in grade or other parts of the sentence which acts to automatically reduce a soldier in grade. The soldier will serve in that grade during the period of suspension, and thereafter, unless the suspension is vacated before its termination.

e. When the separation authority determines that a soldier is to be discharged from the Service under other than honorable conditions, they will be reduced to the lowest enlisted grade. Board action is not required for this reduction. The commander having separation authority will, when directing a discharge under other than honorable conditions, or when directed by higher authority, direct the soldier to be reduced to PV1. If discharge is approved under other than honorable conditions, but is suspended (AR 635–200, paragraph 1–27), the soldier will not be reduced under this provision.

f. Reduction transactions for all grades will be submitted by the BNS1.

g. Article 15 processing. (See AR 27–10, paragraph 3–39.)

(1) An Article 15 log will be maintained at battalion level by the legal clerk.

(2) A control copy of the Article 15 will be maintained at battalion level and verified by the BNS1 supervisor when a reduction transaction is required to be submitted.

(3) Only Articles 15 containing forfeitures will be forwarded to Finance.

7–2. Reduction authority

Reduction authorities are listed in table 7–1.

Table 7–1

Reduction authorities

GRADE REDUCED FROM	REDUCTION AUTHORITY
SPC/CPL and below	Company, troop, battery, and separate detachment commanders.
SGT/SSG	Field grade commanders of any organization authorized an LTC or higher grade commander. For separate detachments or companies, the reduction authority will be the next higher headquarters within the chain of command. The higher headquarters must be authorized a commander in the grade of LTC or higher.
SFC, MSG, SGM	Commanders of organizations authorized a commander in the grade of COL or higher. For separate detachments or companies, the reduction authority will be the next higher headquarters within the chain of command. The higher headquarters must be authorized a commander in the grade of COL or higher.

Section II

Task: Process Reduction for Misconduct

7–3. Rules for processing reduction for misconduct

a. A soldier convicted by a civil court (domestic or foreign) or adjudged a juvenile offender by a civil court (domestic or foreign) will be reduced or considered for reduction according to table 7–2. Juvenile offender includes adjudication as a juvenile delinquent, wayward minor, or youthful offender.

b. On receipt of documents establishing a sentence (imposed or vacation of a suspended sentence) or a finding of guilty with sentence to be established at a later date, action will be taken according to appropriate rule shown in table 7–2. A soldier may be reduced even though an appeal is pending or has been filed.

c. When a reduction board is required, it will convene after receipt of documentary evidence and before separation or retention is considered (AR 635–200) unless the Soldier waives it in writing.

d. Commanders will publish orders and enter the reduction in the military records of the soldier. The authority for reduction will be the appropriate rule from table 7–2 and will be cited in the order. The soldier will be notified, in writing, of the right to appeal the reduction. The written notification will include the time limits and procedures for an appeal.

e. If the conviction is reversed, the soldier will be restored to the former grade.

f. If the sentence is modified or reassessed (by appellate court or otherwise), action will be taken according to rules 6, 7, 8, or 9 of table 7–2, and the soldier will be notified in writing of the decision.

g. If a soldier is reduced prior to sentencing and the sentence as imposed is less severe than the penalties listed in

the rule under which soldier was reduced, action will be taken according to rules 10, 11, 12, or 13 as appropriate. The soldier will be notified, in writing, of this decision.

h. For Article 15 of the UCMJ, see AR 27–10. Soldiers in the grades SFC through CSM may not be reduced under this provision. For court-martial, see Manual for Courts-Martial 1998.

Table 7–2
Rules for reduction for misconduct

Rule	if	and	then	and
1	a. Soldier's sentence includes death or confinement of 1 year or more that is not suspended; or	Soldier is serving in any enlisted grade above PV1	Soldier will be reduced to the lowest enlisted grade without referral to a reduction board.	Appeal is authorized only to correct an erroneous reduction. See paragraph 7–11.
	b. Maximum penalty under UCMJ is death or confinement of 1 year or more and law governing that court provides for death or confinement for 1 year or more for the offense; however, sentencing has been delayed or deferred more than 30 days from the date of conviction, or the date the court accepted a plea of guilty to an offense as described. If the offense is not listed in the Manual for Courts Martial (1998), or is not closely related to an offense listed, the maximum punishment provided by the U.S. Code applies. "Convicted" or adjudged a juvenile offender by a civil court means an initial judgement of guilt. The law of the jurisdiction of the court will determine whether a proceeding is regarded as a judgment of guilt; or			
	c. Sentence is confinement of 1 year or more but it was suspended and later the suspension is vacated and the soldier has not been reduced to the lowest enlisted grade.			
2	a. Soldier's sentence is confinement for more than 30 days but less than 1 year (not suspended) or sentence is confinement for 1 year or more which is suspended	a. Soldier is serving in grade of SGT or above	a. The reduction authority may reduce the soldier one grade without board action. Reduction of more than one grade must be referred to a reduction board.	a. Appeal is authorized on equitable grounds or to correct an erroneous reduction (see paragraph 7–11).
	b. (Same as Rule 2a above)	b. Soldier is serving in grade of SPC/CPL or below	b. The reduction authority reduces the soldier one grade without board action. Reduction of more than one grade for soldiers in the grade SPC/CPL must be referred to a reduction board. Soldiers in the grade of PFC may be reduced more than one grade without board action.	b. (same as rule 2a above)

Table 7-2
Rules for reduction for misconduct—Continued

Rule	if	and	then	and
3	Soldier's sentence is less severe than those in rules 1 and 2	a. Soldier is serving in the grade of SGT or above and reduction authority considers that reduction may be appropriate	a. The reduction authority must refer the matter to a reduction board to consider reduction of one or more grades.	a. Appeal is authorized on equitable grounds or to correct an erroneous reduction.
		b. Soldier is serving in the pay grade of CPL/SPC or below and reduction authority considers reduction appropriate	b. The reduction authority may reduce the soldier one grade without referral to a reduction board. Soldiers in the grade of PFC may be reduced more than one grade without referral to a reduction board.	b. (see paragraph 7-11)
4	Soldier was reduced in accordance with rule 1a and the sentence is later changed for any reason to a sentence that falls under rule 2	a. Soldier was reduced from grade SGT or above	a. The soldier must be restored to former grade. The reduction authority must then refer the matter to a reduction board to consider reduction of one or more grades under the provisions of rule 2.	a. Appeal is authorized on equitable grounds or to correct an erroneous reduction.
		b. Soldier was reduced from grade SPC/CPL or below	b. The reduction authority will either restore soldier to former grade or any intermediate grade or direct the reduction to PV1 remain unchanged. The soldier will be notified in writing of the decision.	b. (see paragraph 7-11).
5	Soldier was reduced in accordance with rule 1a and the sentence is later changed for any reason to a sentence which falls under rule 3.	a. Soldier was reduced from grade of SGT or above	a. The soldier must be restored to former grade. If the reduction authority still considers that reduction may be appropriate he or she must refer the matter to a reduction board in accordance with Rule 3.	a. Appeal is authorized on equitable grounds or to correct an erroneous reduction.
		b. Soldier was reduced from grade SPC/CPL or below	b. The reduction authority may either restore the soldier to former grade, any intermediate grade, or direct the reduction to PV1 remain unchanged. Soldier will be notified in writing of the decision.	b. (see paragraph 7-11).
6	Soldier was reduced in accordance with rule 1b and later sentenced for the offense for more than 30 days but less than 1 year (not suspended) or 1 year or more, which is suspended.	a. Soldier was reduced from the grade of SGT or above.	a. The soldier must be restored to former grade. The reduction authority must then refer the matter to a reduction board to consider reduction of one or more grades.	Appeal is authorized on equitable grounds or to correct an erroneous reduction.
		b. Soldier was reduced from grade of SPC/CPL or below.	b. The reduction authority may either restore soldier to former grade, any intermediate grade, or direct reduction to PV1 remain unchanged. The soldier will be notified in writing of the decision.	

Table 7–2
Rules for reduction for misconduct—Continued

Rule	if	and	then	and
7	Soldier was reduced in accordance with rule 1b and later sentence was reduced to a sentence less severe than those in rules 1 or 2.	a. Soldier was reduced from grade of SGT or above.	a. The soldier must be restored to former grade. If the reduction authority stills considers that reduction may be appropriate, he or she must refer the matter to a reduction board after restoration to former grade.	Appeal is authorized on equitable grounds or to correct an erroneous reduction.
		b. Soldier was reduced from grade SPC/CPL or below.	b. The reduction authority may either restore soldier to former grade, any intermediate grade, or direct the reduction remain unchanged. The soldier will be notified in writing of the decision.	

7–4. Steps for processing reduction for misconduct (civil convictions)

The steps for processing reduction for misconduct (civil convictions) are contained in table 7–3.

Table 7–3
Processing reduction for misconduct (civil conviction)

STEP	WORKCENTER	REQUIRED ACTION
1	UNIT/BNS1	Notification is received that soldier has been convicted of an offense by a civil court.
2		Based on offense and sentence, determine the need for a reduction board, need for automatic reduction to a lower grade, or need to retain or separate.
3	BNS1	Submit GRCH transaction through SIDPERS.
4		Initiate separation action if applicable.
5		Forward substantiating documents through command channels to promotion work center.
5	ENRC	If reduction is made, forward documentation to USAREC for filing in the OMPF (if applicable).

Section III

Task: Process Reduction for Inefficiency

7–5. Policy on reduction for inefficiency

Inefficiency is a demonstration of characteristics that shows that the person cannot perform duties and responsibilities of the grade and MOS. Inefficiency may also include any act or conduct that clearly shows that the soldier lacks those abilities and qualities normally required and expected of an individual of that grade and experience. Commanders may consider misconduct, including conviction by civil court, as bearing on inefficiency. A soldier may be reduced under this authority for longstanding unpaid personal debts that he or she has not made a reasonable attempt to pay.

7–6. Criteria for reduction for inefficiency

- a. A soldier must have served in the same unit for at least 90 days prior to being reduced one grade for inefficiency.
- b. The commander starting the reduction action will present documents showing the soldier's inefficiency to the reduction authority. This may include—
 - (1) Statements of counseling and documented attempts at rehabilitation by chain of command or supervisors.
 - (2) Record of misconduct during the period concerned.
 - (3) Correspondence from creditors, attempting to collect a debt from the soldier (AR 600–15, paragraph 3–1).
 - (4) Adverse correspondence from civil authorities.
- c. Documents should establish a pattern of inefficiency rather than identify a specific incident. Reduction for inefficiency will not be used for the following:
 - (1) To reduce soldiers for actions for which they have been acquitted because of court-martial proceedings.
 - (2) In lieu of Article 15 of the UCMJ.

- (3) To reduce a soldier for a single act of misconduct.
- d. The commander reducing the soldier will inform him or her in writing of the action contemplated and the reasons. The soldier will acknowledge receipt of the memorandum by endorsement and may submit any pertinent matter in rebuttal.

Section IV

Task: Process Reduction Boards

7-7. Policy for reduction boards

A reduction board, when required, will be convened within 30 days after written notification is given to the individual. The reduction authority may extend the 30 duty day limitation for good cause. A written justification must be included in the file if an extension is granted.

- a. The board members will be appointed in writing.
- b. The convening authority will ensure that-
 - (1) The board is composed of officers and enlisted personnel of mature judgment and senior in grade or DOR to the person being considered for reduction.
 - (2) At least one board member will be thoroughly familiar with the soldier's field of specialization (inefficiency cases only).
 - (3) The board will consist of at least three voting members and will have both officer and enlisted voting members.
 - (4) The board is composed of unbiased members.
 - (5) The board has an officer or senior enlisted member (or both) of the same sex as the soldier being considered for reduction.
 - (6) If the soldier being considered for reduction is a member of a minority group, the board will, on written request of the soldier, include an officer or senior enlisted member who also is a minority group member if such a member is reasonably available. When requested, the appointed board member normally should be of the same minority group as the soldier being considered; however, nonavailability of a member of the same minority group will not preclude convening of the board. In the event of non-availability, the reason will be stated in the record of proceedings.
 - (7) The board has a recorder without vote.
 - (8) No soldier with direct knowledge of the case is appointed to the board.
 - (9) Alternate board members are appointed and are available as required.
 - (10) The reduction board convenes within 30 duty days after the soldier is notified in writing by the reduction authority of the proposed action.
 - (11) If unbiased members are not available, such members will be provided by the next higher commander.
- c. Generally, procedural errors or irregularities in a board will not invalidate the proceeding or any action of the convening authority based on these proceedings.
 - (1) *Harmless errors.* Harmless errors are those defects in the procedures or the proceedings that do not have a material adverse effect on an individual's substantial rights. If the convening authority notes a harmless defect in the procedures or the proceedings, he or she may take his or her final action notwithstanding the defect.
 - (2) *Substantial errors.*
 - (a) *Jurisdictional error.* Where a reduction board is convened by an official without the authority to do so, the proceedings are invalid.
 - (b) *Other substantial errors.* Other substantial errors are those that had a material adverse effect on an individual's substantial rights, such as failure to meet requirements as to composition of the board, denial of an individual's right to counsel, and so forth.
 - (3) *Correction of errors.*
 - (a) Where such errors can be corrected without substantial prejudice to the individual concerned, the convening authority may return the case to the same board for corrective action. Individuals who are affected by such a return should be notified of the error, the proposed correction, and of their rights to comment on both.
 - (b) If the error is such that it cannot be corrected without substantial prejudice to the individual concerned, the convening authority may not use the affected part of that board as the basis for reduction. (Use of evidence considered by the board is not precluded in connection with action under the UCMJ, applicable civilian personnel regulations, AR 600-37, or any other directive that contains its own procedural safeguards.)
 - (c) In cases of an error that cannot be corrected otherwise, the convening authority may set aside the findings and recommendation and refer the case to a new board composed entirely of new voting members.
 - (d) The new board may be furnished any evidence properly considered by the previous board. Additional evidence also may be considered by the new board. The convening authority's action is limited, however, by the original recommendations even though the case is referred to a new board that recommends action less favorable to the individual concerned.
- (4) *Failure to object.* Except for errors of jurisdiction, no error is substantial within the meaning of this paragraph as

to a named individual before a reduction board if there has been a failure to object or otherwise bring the error to the attention of the president of the board. Accordingly, errors described in “the substantial errors” above to which an individual or his or her counsel or other representative fail to bring to the attention of the president of the board may be treated as a harmless error.

7-8. Rules for conducting reduction boards

a. A soldier who is to appear before the board will be given at least 15 duty days written notice before the date of the hearing. The soldier or his or her counsel must have time to prepare the case.

b. If the soldier requests counsel, the convening authority will determine if either of the following is appropriate:

(1) Military counsel is reasonably available.

(2) If a judge advocate is available, forward the request to the local Trial Defense Service official for necessary action.

c. Determinations as to the availability of judge advocates will be accomplished by the requested individual’s Trial Defense Service supervisory official.

d. Determinations as to the availability of judge advocates or named counsel are final.

e. Notification of a board hearing date will be made only after counsel is available as requested by the soldier.

f. The recorder will, on request of the individual or his or her counsel, arrange for the presence of any reasonably available witness or witnesses he or she desires to call on their behalf.

g. Copies of all written affidavits and depositions of witnesses who are unable to appear before the board will be furnished the individual or his or her counsel as appropriate.

h. The president of the board will ensure that enough testimony is presented to enable the board members to-

(1) Fully and impartially evaluate each case.

(2) Be objective in their deliberations.

(3) Arrive at a proper recommendation.

(4) Consider those abilities and qualities required and expected of a soldier of that grade and experience. An NCO is expected to maintain high standards of conduct.

(5) Determine the best interests of the Army. Consideration of prior years of faithful service while commendable, should not be overriding.

i. AR 15-6 does not apply.

j. The board may recommend reduction of one or more grades, retention of current grade, or reassignment in grade.

k. A retention in current grade recommendation may include a recommendation that the soldier be removed from an HQDA or a recommended list.

l. The board may not recommend lateral appointment.

m. A majority of the appointed members of the board will constitute a voting quorum and must be present at all sessions.

n. The convening authority may approve or disapprove any portion of the recommendation of the board. The convening authority may not increase the severity of the board’s recommendation.

o. Approved reduction recommendations are effective immediately without regard for appeal procedures unless suspended by the convening authority. In the instance of reduction for inefficiency, the convening authority may direct suspension of the reduction for a period not to exceed 6 months. If the suspension is not vacated during this period, reduction may be only accomplished by convening a new reduction board.

p. A recommendation to remove a soldier from an HQDA recommended list will be forwarded by the convening authority to either of the following:

(1) The general court-martial convening authority (GCMCA).

(2) The first Army general officer commander who has a judge advocate or a legal advisor available.

q. The GCMCA or Army general officer commander with a judge advocate or legal advisor available will review the proceedings and take final action thereon.

(1) If the recommendation to remove the soldier from the recommended list is approved, the approving authority will notify CDR, HRC-Alexandria, (AHRC-MSP-E). HRC-Alexandria will administratively remove the soldier from the recommended list.

(2) If the approving authority does not concur with the recommendation, the action will be returned through command channels to the convening authority with the reason for disapproval.

r. If a civil conviction is reversed, the soldier will be restored to the grade from which reduced.

7-9. Steps for conducting reduction boards

The steps for conducting a reduction board are contained in table 7-4.

Table 7–4
Conducting reduction boards

STEP	WORKCENTER	REQUIRED ACTION
1	UNIT	Request preparation of reduction packet for inefficiency.
2	BNS1	Prepare notification documents and provide to the commander.
3	UNIT	Notify soldier, in writing, of intent to reduce for inefficiency. Cite specific reasons.
4	SOLDIER	Acknowledges receipt, by endorsement and provides any pertinent matters in rebuttal.
5	UNIT	Renders determination to reduce (CPL or SPC and below). Forwards packet to BNS1 for appropriate action.
6	BNS1	Determine need for reduction board.
7		Conducts reduction board. (SGT – SGM)
8		Forwards results of board to appeal authority if applicable.
9		Submits all applicable GRCH transactions.
10		Forwards finalized case to promotion work center.
11	PROM	Receives reduction packet from BNS1.
12	ENRC	Updates records.
13		Forwards packet to USAEREC for filing in the OMPF if applicable.

Section V

Task: Process Soldiers Rights and Appeal Policy

7–10. Rights of the soldier

a. Failure of the soldier to exercise the right to counsel will not negate the board’s proceedings, findings, and/or recommendations.

b. A soldier may decline, in writing, to appear before the board or may appear in person with or without counsel at all open proceedings. The soldier will respond, in writing, within 7 duty days of notice by the reduction authority stating his or her desire to appear, or not appear, before a reduction board.

c. The soldier may retain a civilian lawyer at no expense to the Government. If not represented by a civilian lawyer, the soldier may request the appointment of a named judge advocate, a detailed judge advocate, appointment of a named military counsel, or a detailed military counsel.

d. The soldier will be advised by the board president of the nature of the action being contemplated, the impact of such action on continued military service, and the right to request counsel (if the soldier is not aware of his or her right to counsel).

e. The soldier may challenge any board member for cause.

f. The soldier may request any reasonably available witness whose testimony is believed to be pertinent to the case. The soldier will explain the nature of the information the requested witness will provide.

g. The soldier may submit written affidavits and depositions of witnesses who are unable to appear before the board.

h. The soldier may employ provisions of Article 31 of the UCMJ or submit to an examination by the board.

i. The soldier or counsel may question any witness appearing before the board.

7–11. Appeals

a. Appeals of reduction for failure to complete training are not authorized.

b. Appeals of reduction under rule 1, table 7–2, are authorized but only to correct an erroneous reduction (e.g., the reduction action did not meet the requirements of the rule and was, therefore, without a sufficient basis).

c. Appeals of reduction for inefficiency or for misconduct under table 7–2, other than rule 1, are authorized to correct an erroneous reduction on equitable grounds. This should be based on the facts and circumstances of the particular case that partial or full restoration of grade is in the best interest of the Army and the soldier.

d. Authorized appeals will be submitted in writing within 30 duty days of the date of reduction or date of memorandum notifying soldier that he or she will be restored to the former grade (rules 7, 9, 11, and 13, table 7–2). A copy of the appeal and all related documentation will be forwarded to the officer authorized to take action on the appeal.

e. Final action on appeals will be taken by the:

(1) Next higher authority above reduction authority for grades SSG and below.

(2) First general officer in the chain of command above the reduction authority for grades SFC through CSM.

f. The appellate authority will direct restoration to the former grade if the reduction under rule 1 was erroneous. If it is determined that another rule in table 7–2 is applicable, the appellate authority will direct that action be taken according to the appropriate rule of table 7–2. The DOR for soldiers restored to a former grade will be the same as the DOR prior to the reduction.

g. If the appellate authority determines that the reduction should be changed on equitable grounds, restoration to the former grade or to any intermediate grade will be directed. Restorations will be effective as of the date of the order. DOR for soldiers restored to former grade will be the same as DOR prior to reduction. DOR for soldiers restored to an intermediate grade will be the same as the date of the order directing restoration.

h. If the appellate authority determines that the reduction meets the requirements of this regulation and need not be changed on equitable grounds, the appeal will be denied.

i. Soldiers submitting appeals will be informed, in writing, of the decision. A copy of the appeal and the final action will be provided to the custodian of the soldier's MPRJ.

j. Authority to take final action on an appeal may not be delegated.

Section VI

Task: Process Reduction Orders and Restoration to Former Grade

7–12. Reduction orders

a. Reduction, except for Article 15 of the UCMJ, is announced in orders.

(1) Orders will be in the format authorized by AR 27–10 or AR 600–8–105.

(2) For orders published by a higher HQ, that commander may review or make a final decision on an appeal. Reduction by sentence of court-martial is announced in appropriate court-martial orders. No other orders are required.

b. When an Article 15 reduction is accomplished for misconduct and the Article 15 was directed to be filed on the restricted portion of the OMPF, a DA Form 4187 will be prepared by the BNS1 for permanent filing in the MPRJ to substantiate the reduction. The DA Form 4187 will not contain the reason for the Article 15. The DA Form 4187 will be removed and forwarded to OMPF when the soldier is promoted to SGT or higher.

c. Reduction orders will cite the reason for reduction (such as inefficiency or failure to complete training) and the authority for the action. When a reduction is for misconduct under UCMJ, prepare a DA Form 2627 (Record of Proceedings under Article 15, UCMJ) per AR 27–10. When reduction is for other than misconduct or misconduct based on civil conviction, the orders will cite the reason, authority, and the appropriate paragraph.

7–13. Effective date of reduction

A reduction will be effective as follows:

a. Reduction by court-martial. An enlisted soldier who has been sentenced by a court-martial to a reduction in grade is not reduced until:

(1) the record of trial has been prepared and authenticated,

(2) any appropriate legal review has been completed, and

(3) the convening authority has approved and ordered the sentence to reduction executed (Article 57(c), UCMJ).

b. Operation of law. An enlisted soldier, serving in a grade above PV1, with an approved court-martial sentence including a bad conduct or dishonorable discharge, confinement, or hard labor without confinement is reduced on the date the convening authority approves the sentence (Article 58(a) of the UCMJ).

c. Nonjudicial punishment. The punishment is effective the date the commander imposing the punishment signed below Item 4 of DA Form 2627, if not suspended or the date the appropriate commander signed DA Form 2627–2 (Record of Supplementary Action Under Article 15, UCMJ) vacating a suspended punishment of a reduction in grade.

d. Failure to complete training. The date the student is officially informed of failure in writing.

e. Determinations. Reduction board determinations are effective on the date approved by the convening authority.

f. All other cases. Reductions are effective on the date the soldier receives written notification or if the soldier is not available due to personal convenience or through neglect, on the date written notice is received at his or her proper station.

7–14. Restoration to former grade

Grade restoration may result from-

a. Setting aside, mitigation, or suspension of nonjudicial punishment. Procedure and means of restoring grades and announcing these actions are set forth in AR 27–10.

b. Action under Article 58a(b) or 75 of the UCMJ. All rights, privileges, and property deprived a soldier who fulfilled a court-martial sentence will be restored when the reduction sentence, or other sentence resulting in reduction under Article 58a(a), UCMJ, is set aside or disapproved. A commander authorized to promote to a higher grade may-

(1) Restore grade under Article 58a(b) or 75a of the UCMJ.

(2) Direct the soldier to be promoted one grade higher than the one held before his or her reduction, if he or she

would have attained the higher grade had he or she not been tried and convicted by a court-martial. These orders will be issued under AR 600–8–105.

c. Reversal of conviction by a civil court.

(1) If conviction by a civil court is reversed for a soldier reduced, he or she-

(a) Will be restored to the grade from which reduced.

(b) May be promoted to the next higher grade if the commander having promotion authority for that grade determines that he or she was denied promotion because of the conviction.

(2) A reversal of conviction is annulling or voiding of a court judgment by the same or a higher court of competent jurisdiction because of error or irregularity in proceedings. This does not include instances which, under local law or procedure, a conviction allegedly is set aside to rehabilitate or parole. If a conviction is reversed and a new trial is ordered, the soldier's grade will be restored. He or she may be reduced because of a later conviction resulting from a new trial.

d. Action under table 7–2, rules 6 through 11. DOR for soldiers restored to former grade will be the same as the original DOR for that grade. Effective date of restoration will be the date the reduction authority is notified of the sentence or change in sentence.

Section VII

Task: Process Other Reasons for Reduction

7–15. Approved for discharge from the Service under other than honorable conditions

a. When the separation authority determines that a soldier is to be discharged from the Service under other than honorable conditions, the soldier will be reduced to the lowest enlisted grade. Further board action is not required for this reduction.

b. If discharge is approved under other than honorable conditions, but is suspended (AR 635–200, paragraph 1–27), the soldier will not be reduced under this paragraph.

7–16. Reductions for failure to complete training

Soldiers appointed to higher grades on entering or while attending a service or civilian school and fail to complete the course successfully may be reduced as shown in table 7–5.

Table 7–5

Reduction of students failing to complete training

Students	Reduction Authority (must be field grade officer)	Reduction
Officer Candidates	School Commandant	To a grade no lower than the one held on entry to the course.
Warrant Officer Candidates	Commandant U.S. Army Aviation School, Chief of Staff, U.S. Army Aviation Center, or Commandant, Warrant Officer Career Center, Fort Rucker, AL	To a grade no lower than the one held on entry to the course.
Other Students	School Commandant	To a grade no lower than the one held on entry to the course.

b. The school commandant will not further delegate the reduction authority. As an exception to policy Commandant, U.S. Army Aviation School, may delegate reduction authority for soldiers eliminated from warrant officer courses to the Chief of Staff, U.S. Army Aviation Center and Fort Rucker.

c. Soldiers promoted under the normal criteria are not subject to reduction under this paragraph.

d. Soldiers conditionally promoted in accordance with paragraphs 1–27 and 3–29b of this regulation are administratively reduced to the grade previously held upon failure to complete the training requirement established in that provision.

Appendix A

References

Section I

Required Publications

AR 27–10

Military Justice. (Cited in paragraphs 1–10, 1–13, 7–1, 7–3, 7–12, and 7–14.)

AR 600–8–1

Army Casualty/Operations/Assistance/Insurance. (Cited in paragraph 1–22.)

AR 600–8–2

Suspension of Favorable Personnel Actions (FLAGS). (Cited in paragraph 1–28.)

AR 600–8–105

Military Orders. (Cited in paragraphs 7–12, and 7–14.)

AR 601–280

Total Army Retention Program. (Cited in paragraph 4–2.)

DA PAM 611–21

Military Occupational Classification and Structure. (Cited in paragraph 3–28.)

FM 21–20

Physical Fitness Training. (Cited in paragraph 3–48.) (Available at <http://atiam.train.army.mil/portal/index.jsp>.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this regulation.

AR 15–185

Army Board for Correction of Military Records

AR 25–50

Preparing and Managing Correspondence

AR 350–1

Army Training and Education

AR 600–8–101

Personnel Processing (In-and-Out and Mobilization Processing)

AR 600–8–105

Military Orders

AR 600–15

Indebtedness of Military Personnel

AR 600–37

Unfavorable Information

AR 600–85

Army Substance Abuse Program

AR 601–210

Regular Army and Army Reserve Enlistment Program

AR 614-200

Enlisted Assignments and Utilization Management

AR 635-200

Enlisted Personnel

AR 670-1

Wear and Appearance of Army Uniforms and Insignia

AR 690-11

Mobilization Planning and Management

Section III**Prescribed Forms**

The following forms are available on the Army Electronic Library CD—Rom and the APD Web site (www.apd.army.mil) unless otherwise stated. DD forms are available from the Office of the Secretary of Defense Web site (www.dior.whs.mil).

DA Form 3355

Promotion Point Worksheet. (Prescribed in paragraphs 3-14 and 3-15.)

DA Form 3356

Board Member Appraisal Worksheet. (Prescribed in paragraph 3-16.)

DA Form 3357

Board Recommendation. (Prescribed in paragraph 3-15.)

Section IV**Referenced Forms**

The following forms are available on the Army Electronic Library CD—Rom and the APD Web site (www.apd.army.mil) unless otherwise stated. DD forms are available from the Office of the Secretary of Defense Web site (www.dior.whs.mil).

DA Form 2A

Personnel Qualification Record Part 1. (Form is for administrative use only.) (Available from local supply channels.)

DA Form 2-1

Personnel Qualification Record Part II

DA Form 87

Certificate of Training. (Available through local supply channels.)

DA Form 137-2

Installation Clearance Record

DA Form 268

Report to Suspend Favorable Personnel Actions (FLAG). (Available through local supply channels.)

DA Form 1059

Service School Academic Evaluation Report. (Available through local supply channels.)

DA Form 2442

Certificate of Achievement (Available from local supply channels.)

DA Form 2627

Record of Proceedings under Article 15, UCMJ

DA Form 2627-2

Record of Supplementary Action Under Article 15, UCMJ

DA Form 3168

Posthumous Promotion (Stocked and issued by CDR, HRC–Alexandria, ATTN: AHRC-PEC, 2461 Eisenhower Avenue, Alexandria, VA 22331–0481.))

DA Form 3349

Physical Profile

DA Form 4187

Personnel Action

DA Form 4187–1–R

Personnel Action Form Addendum

DD Form 149

Application for Correction of Military or Naval Record Under the Provisions of Title 10, U.S. Code, Sec 1552

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 1300

Report of Casualty

Glossary

Section I Abbreviations

AAM

Army Achievement Medal

AGR

Active Guard Reserve

AIT

advanced individual training

ANCOC

Advanced Noncommissioned Officers' Course

ARNG

Army National Guard

ASI

additional skill identifier

AWOL

absent without leave

BASD

Basic Active Service Date

BCT

basic combat training

CDR

commander

CMF

career management field

CPL

corporal

CSM

command sergeant major

DA

Department of the Army

DCS, G-1

Deputy Chief of Staff, G-1

DOR

date of rank

DOD

Department of Defense

ERB

enlisted record brief

ETS

expiration term of service

FAO

Finance and Accounting Office

GED

general education development

HRC-Alexandria

Human Resources Command, Alexandria

HQDA

Headquarters, Department of the Army

IET

initial entry training

LES

leave and earnings statement

LTC

lieutenant colonel

MOS

Military Occupational Specialty

MSG

Master Sergeant

MSM

Meritorious Service Medal

NCO

noncommissioned officer

NCOES

Noncommissioned Officers Education System

OCS

Officer Candidate School

OIC

officer in charge

OJT

on-the-job training

OMPF

Official Military Personnel File

OSUT

one station unit training

PCS

permanent change of station

PFC

private first class

PMOS

primary military occupational specialty

PV1

private E-1

PV2

private E-2

RHA

Records Holding Area

SFC

Sergeant First Class

SGM

Sergeant Major

SGT

Sergeant

SIDPERS

Standard Installation/Division Personnel System

SPC

Specialist

SQI

special qualifications identifiers

SRB

selective reenlistment bonus

SSG

staff sergeant

SSN

Social Security Number

TDRL

temporary disability retired list

TDY

temporary duty

TIMIG

time in grade

TJAG

The Judge Advocate General

TOE

Tables of Organization and Equipment

TRADOC

U.S. Army Training and Doctrine Command

UCMJ

Uniform Code of Military Justice

USAEREC

U.S. Army Enlisted Records and Evaluation Center

USAR

U.S. Army Reserve

USMA

United States Military Academy

USMAPS

U.S. Military Academy Preparatory School

Section II**Terms****Active Army**

a. The Active Army consist of (1) Regular Army soldiers on active duty; (2) Army National Guard of the United States and Army Reserve soldiers on active duty except as excluded below; Army National Guard soldiers in the service of the United States pursuant to a call; and all persons appointed, enlisted, or inducted into the Army without component.

b. Excluded are soldiers serving on (1) active duty for training; Active Guard Reserve (AGR) status; (3) active duty for special work (ADSW); (4) temporary tours of duty (TTAD) for 180 days or less; and (5) active duty pursuant to the call of the President (10 USC 12304).

Active duty

Full-time duty in the active military service of the United States. It includes full-time training duty, active Guard Reserve duty, annual training duty, active duty for training or special work, extended active duty, and attendance, while in the active military service, at a school designated as a service school by law or by the secretary of the military department concerned. All of which are performed in accordance with Title 10, US Code. It does not include full-time National Guard duty of any type under Title 32, US Code.

Active status

The status of a Reserve commissioned officer, other than a commissioned warrant officer, who is not in the inactive army National Guard or inactive Air National Guard, on an inactive status list, or in the Retired Reserve.

Appellate authority

Commanders who have final authority to act on appeals.

Base operations

Specific installation-wide service (for example, processing, retirement services, retention, and casualty area command services).

Basic enlisted service date

Date that reflects total periods of enlisted service, active or inactive, as a member of Regular and Reserve Components of the Armed Forces of the United States. Required for computation of enlisted service for promotion to SFC, MSG, and SGM. Includes adjustments prescribed for the Army Civilian Acquired Skills Program.

Best qualified

Soldiers whom the DA Selection Board determines to be the best qualified among peers. Also has demonstrated integrity and high moral standards.

Commander

A head of an Army Staff or field operating agency or an officer with a position title “commander” or “commandant.”

Combat service support

The assistance provided operating forces to sustain the battle.

Command and staff

A staff section headed by the commander’s senior military personnel manager (for example, installation adjutant general, division G1/adjutant general, corps adjutant general).

Creditable service

All Active or Reserve active status service in the grade in which ordered to active duty or higher that may be used to establish DORs under this regulation. Service that is not credible for this purpose may be creditable for other purposes.

Date of rank

The date on which an enlisted soldier was appointed or promoted in a particular grade and the date used to determine relative seniority for soldiers holding the same grade.

De facto status

Member, who was promoted by competent authority, performed duties of the higher grade, and accepted pay and allowances of the higher grade in good faith and without intent to defraud.

Degree

A title (such as AA or higher) conferred on students by a college, university, or professional school on completion of a program of study. Note: For the purposes of promotion, the institution conferring the degree must be accredited.

Direct support

That support provided by the Personnel Service Company.

Field promotion authority

A commander who may promote enlisted soldiers to the grades PV2–SSG.

Grade

A step or degree, in a graduated scale of office or military rank, that is established and designated as a grade by law or regulation.

Information technicians

Works in field systems division of Personnel Information Systems Command.

Inter-service transfer

A transfer between Uniformed Services by an enlisted soldier.

Military personnel

The component of personnel service support that provides military personnel support to soldiers and commanders in the field.

Military personnel functions

The basis for single source regulations. These functions subdivide military personnel operations in the field into manageable segments.

Minority member

A member of a minority race which includes (a) Alaskan native; (b) American Indian; (c) Asian; (d) Asian/Pacific Islands; (e) Black; and (f) Hispanic. When the term applies to gender, female is the minority.

Official Military Personnel File

The official personnel file usually maintained on microfiche, composed of a performance section, service section and, in some cases, a restricted access section.

Original appointment

The most recent appointment of a member of the Armed Forces in a regular or Reserve Component; refers to the most recent appointment in that component that is neither a promotion or a demotion.

Personnel process

Description of how tasks fit together to support a function or a subfunction.

Personnel program

Functional work that does not depend on major standard tasks. Programs usually take the form of a service; for example, the Youth Sponsorship Program.

Personnel service support

A subordinate element of combat service support. The management and execution of personnel related matters,

including military personnel, health service, finance, legal, military police, chaplain, personnel action office, postal, and morale support.

Policy

General statement governing objectives of a functional area (within the purview of the Office of the Deputy Chief of Staff for Personnel policy proponent).

Posthumous promotion

A casualty promoted to a higher grade following his or her death.

Principle of support

Fundamental objective associated with each function. These objectives specify the reason for and source of manpower; for example, to operate a promotion System. Applicable in peace or war.

Procedure

A generic term to describe a number of tasks in the aggregate.

Promotion list

A list of enlisted soldiers, by grade, recommended and approved for promotion.

Promotion review authority

The commander having general court-martial jurisdiction or the first Army general officer in the chain of command who has a judge advocate available.

Promotion sequence number

A number that shows the rank order of a soldier on a promotion list.

Promotion instrument

Orders or a DA Form 4187.

Personnel services Battalion (promotion work center)

promotion work center accounts for the promotion work center, MPD, PD, military personnel office, and any other office that manages promotions at the installation level.

Rank

The order of precedence among members of the Armed Forces.

Rule

Guideline for performing a specific task. Rules are associated with specific task and are maintained by the functional proponent.

Senior personnel manager

The military officer or civilian who manages personnel matters. The senior personnel manager must be in the grade of LTC or higher or civilian equivalent rating.

Single source data

Sharing data that is common to more than one functional system as opposed to the separate redundant entry of data into more than one system.

Separation

Discharge, release from active duty, or retirement.

Standards of support

Statements describing how much or how well the Army expects to do the work. Intent is to identify, for the senior leaders, those major standards that drive the manpower cost in the field. There are separate set of standards for peace and war.

Standby Advisory Board

Special board held as an adjunct to each scheduled promotion selection board. This board, using the guidelines

established in the regulation, considers soldiers for promotion, promotion reconsideration, and removal from a standing promotion list. The board provides their recommendation to the DCS, G-1 who makes the final decision.

Step

Sequential subdivision of a task. Describes work at a level of detail allowing execution.

Sub-functions

The subdivision of work within functions; for example, the function of enlisted promotions subdivides into enlisted promotions, the semicentralized system, and the centralized system.

Sub-standard performance

When the commander determines that the soldier's work over a reasonable period of time is such that promotion to the next higher grade would not be in the best interest of the Army or when the soldier's work has declined to such a degree that he or she no longer has the potential to perform in the higher grade.

Sub-workcenter

Subordinate element of a workcenter.

Task

The major subdivision of a function or sub-function. The lowest level of work which has meaning to the doer. This subdivision has a beginning, an ending, and can be measured.

The Adjutant General branch proponent

The Commandant of the Adjutant General School

The Functional Proponent

A person, usually in a field operating agency, responsible for actually writing a functional regulation. Serves as product manager to integrate each functional area regulation.

The integrating center

The U.S. Army Service Support Center; that is, the organization responsible for developing the policy statements for a regulation.

The policy proponent

A person on the HQDA or higher staff responsible for developing the policy statements for an Army regulation.

Uniformed Service

The Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the Public Health Service, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

Workcenter

Clearly defined organization element recognized by MS3 as the basis for manpower requirements.

Section III**Special Abbreviations and Terms**

This publication uses the following special abbreviations, brevity codes, and acronyms not contained in AR 310—50..

ACASP

Army Civilian Acquired Skills Program

ACE

American Council on Education

ACCP

Army Correspondence Course Program

AER

academic evaluation report

APFT

Army physical fitness test

BNCOC

Basic Noncommissioned Officers' Course

BNS1

battalion S1

CPMOS

career progression military occupational specialty

C&S

command and staff

DANTES

Defense Activity for Nontraditional Education Support

DCSS

declination of continued service statement

eMILPO

electronic military personnel office

ENRC

enlisted and flagged records

FLAG

suspension of favorable personnel actions

GCMCA

General Court-Martial Convening Authority

GRCH

grade change

IOPR

in- and out-processing

MPD

Military Personnel Division

MPRJ

Military Personnel Records Jacket, U.S. Army

NCS

National Cryptological School

OJE

on-the-job experience

PAS

personnel automation section

PD

personnel detachment

PLDC

Primary Leadership Development Course

PRMOS

promotion military occupational specialty

PROM

promotions workcenter

PS

personnel support

RCP

retention control point

RMOS

recommended military occupational specialty

STAB

Standby Advisory Board

TAPDB

Total Army Personnel Database

TIS

Time In Service

USAMU

U.S. Army Marksmanship Unit

USASMC

U.S. Army Sergeant Major Course

UTL

unit transmittal letter

UTM

unit transmittal memorandum

WOCC

Warrant Officer Candidate Course

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